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ABSTRACT

This report presents the results of a survey that gathered information from Association of Research Libraries (ARL) members on insuring library collections and buildings. Data are presented on kinds of insurance and coverage, valuation, special insurance on electronic data, sprinkler systems, losses, and insurance problems. A copy of the survey questionnaire with a tally of the responses to individual questions is included. The remainder of the kit consists of copies of planning documents, insurance policies, memos, and reports from seven ARL libraries: those of the University of California System, University of California (Riverside), University of Cincinnati, Indiana University, Ohio State University, University of Southern California, and the University of Tennessee-Knoxville. Materials from these institutions address insurance coverage, collection valuation, and losses and claims. Four selected readings are listed. (MES)

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# SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

# Kit 178

## Insuring Library Collections and Buildings

October 1991

ED349998

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SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

# Flyer 178

## Insuring Library Collections and Buildings

October 1991

### INTRODUCTION

Library administrators increasingly seek ways to improve the safety and security of their collections. Yet little has been written to guide academic library administrators in planning insurance needs. Glenn Klinksiek, Director of Risk Management at the University of Chicago, conducted a survey in 1990 and is working on publishing the results. His results, designed to ascertain the magnitude of risks and to reduce the potential impact of losses, will enhance our knowledge of insurance in research libraries.

This SPEC kit examines basic insurance facts that can provide baseline comparative information to help ARL libraries develop risk management policies. The survey was mailed to the 119 members of the Association of Research Libraries. One follow-up letter was sent to remind the libraries to complete the questionnaire. Completed responses were received from 86 libraries for a 72% return rate. The survey results indicate that ARL libraries are committed to providing good insurance coverage and have experienced few major losses in the past ten years.

### SURVEY RESULTS

Types of Libraries. Of the 86 respondents to the survey, four or 4.7% are non-university libraries. Twenty-four, or 28% of the respondents, are from private university libraries and 58 or 67% are from public university libraries. Differences in responses regarding insuring collections and buildings among types of libraries are noted in the discussion as appropriate.

Kinds of Insurance. Over 41% (35 of 86 respondents) of the libraries surveyed indicate their library buildings are protected with commercial insurance. Thirty-two of the respondents, or 37%, indicated they are self-insured by the library, the university, or the state. Of the 14% responding "other," 4 or 33% use a combination of commercial and self-insurance. For example, a library might have state self-insured coverage up to $300,000 and commercial insurance for losses over $300,000.

Private universities are more likely than public universities to be protected by commercial insurance on their buildings. Twenty-one of the 24 (88%) of the private university respondents use commercial insurance. Only 14 of the 58 (24%) of the public university respondents indicate they used commercial insurance for their library buildings.

The pattern for kinds of insurance on collections parallels that for the kinds of insurance on buildings. Forty-one percent of the respondents indicate their library collections are protected with commercial insurance; 35% of the libraries indicated they are self-insured. Private universities are more likely than public universities to be protected by commercial insurance on their collections. Monographs are the most frequently covered collection item (68 respondents), followed closely by periodicals, video tapes, and audio tapes (66 respondents each). Manuscripts (60 respondents) are less frequently covered by collection insurance because they are often not replaceable.

Rare books and other special collection materials are difficult, if not impossible, to replace and frequently require special insurance handling. Twenty-eight respondents (33%) indicated they have only self-insurance on their special collection materials by the library, the university, or the state. An additional 13% indicated they carry no insurance at all on their special collection materials. Nineteen libraries, or 22%, carry valuable papers or fine arts (floater) policies on their special collection materials. Libraries indicated they have "other" insurance in 31% of the responses; these were usually commercial insurance or some combination of insurance such as self-insurance and valuable papers insurance. Two libraries indicated they have separate insurance on their special collection materials only for exhibits or while the materials were in transit.

Library insurance most frequently (52 of all 86 respondents) provides coverage for all risks including earthquake or flood damage. All risk insurance generally also includes theft insurance. An additional 22 respondents also carry separate boiler and machinery coverage. These libraries are primarily located in Canada or the northern parts of the United States.

Valuation Providers. Appraisal and evaluation of property are an important element of a good insurance program.

Accurate and complete records regarding costs should be updated each year. University administrators provide the valuation on library buildings in 45% of the cases (39 of 86 respondents). An additional 19% of the respondents indicate university administrators provide the valuation for the building in consultation with library administrators. Library administrators (40%) or university administrators in consultation with library administrators (40%) were the most frequent source for the valuation of the library collection. Only 12 respondents (14%) indicate their library had a risk manager. While the information was not specifically requested, an additional 20 respondents (23%) indicate their university has a risk manager.

Insurance Valuation. In the case of fine arts or valuable papers insurance, the insurance agency will agree in advance on the value for loss settlement. In other cases, property losses are adjusted on either a replacement cost basis or the actual cost of the replacement without depreciation. It is generally recommended that buildings and contents be insured for replacement value. The majority (73%) of the library buildings are insured for replacement cost value. Over 30% of the library collections are insured for replacement cost value only while an additional 19% of the collections are insured for the replacement cost value of the item plus the selection, acquisition, and processing costs. Less frequently collections are insured for an agreed upon value per item (22%) or actual cash value (4%). Library books and other materials are often difficult to evaluate because of their sheer numbers. In calculating the value of the collection, the most frequently used method (34 respondents) is the average value per item of groups within the collection. Less frequent methods for valuation of the collection are the average value per item of the collection as a whole (23 respondents) and actual cash value of the collection (9 respondents).

Replacement cost value is used by 20 respondents (23%) in valuation for rare books and special collection materials; another 17% indicated they used replacement value plus the selection, acquisition, and processing costs. Only one-fourth of the respondents indicate their value of rare books and special collection material is based on an agreed upon value per item. Other methods used included the following: average value per item of the collection as a whole (20 respondents), recent auction prices (15 respondents), average value per item of groups within the collection (12 respondents), actual cash value of the collection (12 respondents), and actual value of selected items within the collection (12 respondents).

Insurance on the online catalog is not carried by 30% of the libraries. Full replacement cost value including staff time for recreating the online catalog is available at 26% of the libraries. Other libraries' insurance coverage is limited to the reproduction costs from existing records (9%), the actual cash value of the whole catalog (5%), or the actual cash value of staff time to run back-up tapes to recreate the online catalog (4%).

For 58% of the respondents separate insurance is not carried on electronic data such as CD-ROMs since this is considered part of the library's general insurance. Three respondents (4%) carry special insurance for their electronic data.

Sprinkler Systems. Only 13% of the libraries have general sprinkler systems; 52% have sprinkler systems in some locations. No sprinkler systems in any locations are found in 34% of the libraries responding. Sprinkler leakage insurance is carried only by 36% of the libraries.

Losses and Problems. Only 14% of the libraries (12 respondents) have experienced losses of more than $25,000 in the last five years. Some of the reasons for these losses are known. Three were due to plumbing problems and subsequent water damage, one library due to a flood, another due to a roof leak, one the theft of new microcomputers, and two others were thefts of special collection items. One unlucky library lost rare books and had a burst pipe causing damage during the past ten years. Only 2% (one respondent out of 86) indicated there had been any problems with insurance coverage.

## ISSUES AND TRENDS

The importance of insurance is frequently recognized only after a major loss. Adequate insurance should be an essential component of library security; however, specific coverage is likely to continue to vary due to local policies. External factors, such as a state policy regarding self-insurance, will continue to influence coverage levels. Today, ARL libraries appear to have adequate coverage as evidenced by the fact only twelve libraries had losses more than $25,000 over the last ten years and the fact that only one library had experienced insurance problems. It would be interesting to conduct another insurance survey in a few years to see if general trends have developed. For example, there might be an increased movement toward a combination of self-insurance supplemented by commercial insurance.

*This kit was compiled by Marcia J. Myers, Associate Director of Libraries for Administrative Services, University of Tennessee, Knoxville; special recognition is due to Murray Edge, Risk Manager at The University of Tennessee, for his advice and assistance.*

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**SPEC Kits (ISSN 0160-3582)** are available mainly by subscription. Individual issues may be purchased from the Office of Management Services, 1527 New Hampshire Ave., NW, Washington, DC 20036. Pre-payment is required. (ARL members may be billed.) Payment must accompany order. Price includes library rate postage if shipped in the United States. If you would like your order shipped UPS, please add $5.00 per issue. All orders to Canada must add $5.00 per issue for shipping and handling. All shipments to countries other than the United States and Canada must add $8.50 per issue for shipping and handling.

SYSTEMS AND PROCEDURES EXCHANGE CENTER

# Kit 178

Insuring Library Collections and Buildings

October 1991

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

# SURVEY RESULTS

ASSOCIATION OF RESEARCH LIBRARIES
OFFICE OF MANAGEMENT SERVICES
1527 New Hampshire Avenue, N.W., Washington, D.C. 20036
202-232-8656 FAX 202-462-7849

TO: SPEC Liaisons

FROM: C. Brigid Welch, Program Officer for Information Services
Marcia J. Myers, University of Tennessee

DATE: 7 August 1991

SUBJECT: SPEC Survey on Insuring Library Collections and Buildings

We are gathering current information on insuring library collections and buildings for a SPEC kit and flyer. Along with the completed survey, please enclose appropriate documentation including policies, valuation procedures, committee reports, forms, and/or guidelines.

Completed surveys and documents are due September 10, 1991. If you have any questions about the survey, please call Marcia Myers at (615) 974-4465.

---

## SPEC SURVEY - INSURING LIBRARY COLLECTIONS AND BUILDINGS

---

Library/Institution: _____

Contact Person: _____

Title: _____ Telephone: _____

N = 86

1. What kind of insurance does your library have on its buildings?

| | | | |
|---|---|---|---|
| 5 | No insurance | 1 | Self insurance by the Library |
| 35 | Commercial insurance by the University | 11 | Self insurance by the University |
| 1 | Commercial insurance by the State | 20 | Self insurance by the State |
| 12 | Other (please specify): | 1 | No response |

2. What kind of insurance does your library have on its collections?

| | | | |
|---|---|---|---|
| 6 | No insurance | 1 | Self insurance by the Library |
| 35 | Commercial insurance by the University | 9 | Self insurance by the University |
| 1 | Commercial insurance by the State | 20 | Self insurance by the State |
| 14 | Other (please specify): | | |

3. What kind of insurance does your library have on its rare books and special collections materials?

| | | | |
|---|---|---|---|
| 11 | No insurance | 1 | Self insurance by the Library |
| 4 | Valuable papers policy | 10 | Self insurance by the University |
| 15 | Fine arts (floater) policy | 17 | Self insurance by the State |
| 27 | Other (please specify): | 1 | No response |

4. Which of the following are covered by your collections insurance? (Check all that apply.)

- 12 No insurance
- 68 Monographs
- 66 Periodicals
- 64 Continuations
- 60 Manuscripts
- 64 Films
- 66 Video tapes
- 66 Audio tapes
- 63 Phonorecords
- 16 Other (please specify):
- 4 No response

5. If you are insured, which of the following risks does your building and collections insurance cover? (Check all that apply.)

- 12 Not applicable
- 10 Fire and extended coverage
- 7 Fire, extended coverage, or vandalism coverage
- 5 All risks, excluding earthquake or flood coverage
- 52 All risks including earthquake or flood coverage
- 16 Theft
- 22 Boiler and machinery coverage
- 0 All risks including earthquake, excluding flood coverage
- 9 No response
- 4 Other

6. Who places the valuation on your library building?

- 8 Not applicable
- 39 University administrators
- 15 Other (please specify):
- 4 Library administrators
- 16 University administrators in consultation with library administrators
- 4 No response

7. Who places the valuation on your library collections?

- 6 Not applicable
- 7 University administrators
- 2 Other (please specify):
- 34 Library administrators
- 34 University administrators in consultation with library administrators
- 3 No response

8. Does your library have a Risk Manager? 12 yes 83 no

9. How is the insurance valuation of your building based? Provide documentation if possible.

- 11 No insurance coverage
- 63 Replacement cost value
- 2 Actual cash value
- 5 Other (please specify):
- 5 No response

10. How is the insurance valuation of your collection based? Provide documentation if possible.

- 11 No insurance coverage
- 26 Replacement cost value
- 19 Agreed value per item
- 8 Other (please specify):
- 3 Actual cash value
- 16 Replacement cost value of the item plus selection, acquisition, & processing costs
- 3 No response

11. In calculating the value of the collection, which of the following is used? (Check all that apply.) Provide documentation if possible.

- 13 Not applicable
- 9 Actual cash value of the collection
- 8 Other (please specify):
- 23 Average value per item of the collection as a whole
- 34 Average value per item of groups within the collection
- 4 No response

12. How is the insurance valuation of your rare books and special collections material based? Provide documentation if possible.

- 16 No insurance coverage
- 20 Replacement cost value
- 17 Agreed value per item
- 12 Other (please specify):
- 3 Actual cash value of the collection
- 15 Replacement cost value of the item plus selection, acquisition, & processing costs
- 3 No response

13. In calculating the value of the rare books and special collections, which of the following is used? (Check all that apply.) **Provide documentation if possible.**

19 Not applicable
20 Average value per item of the collection as a whole
12 Average value per item of groups within the collection
12 Actual cash value of the collection
12 Actual value of selected items within the collection
15 Recent auction prices of selected items within the collection
22 Agreed upon value per item
8 Other (please specify):
4 No no response

14. How is the insurance valuation of your online catalog based? **Provide documentation if possible.**

26 No insurance coverage
4 Actual cash value of the whole catalog
3 Actual cash value of staff time to run back-up tapes
22 Full replacement cost value including staff time
8 Limited to reproduction costs from existing records
16 Other (please specify):
7 No response

15. Do you carry any special insurance on electronic data such as CD-ROMs?

31 No, do not carry insurance
3 Yes (please specify):
50 No, part of general insurance
2 No response

16. Does your library have a sprinkler system? 11 Yes 29 No 1 No response
45 Yes, but only in some locations (please specify):
(Use back of this sheet if necessary.)

17. Does your library have sprinkler leakage insurance? 31 Yes 44 No 11 No response

18. Has your library experienced losses in excess of $25,000 in the last ten years?

12 Yes (If yes, please send documentation) 74 No

19. Has your library experienced any problems with your insurance coverage?

1 Yes (If yes, please send documentation) 78 No 1 Other
6 No response

20. Which of the following terms best describe your institution?

37 Public single campus control
21 Public multi-campus control
4 Other (please specify): (non-university)
16 Private single campus control
8 Private multi-campus control

Please use the back of this sheet for comments.

Please return questionnaire and documentation by 10 September 1991 to:

Marcia J. Myers,
Associate Dean of Libraries
University Libraries
University of Tennessee
Knoxville, TN 37996-1000



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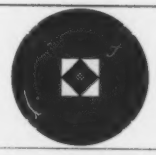
# INSURANCE COVERAGE

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

a. Cost [illegible] University of California, Riverside

b. Facil[illegible] bject to submission of a rep[illegible] ection as part of the proof of loss;

c. Expenses incurred in connection with fire fighting upon and/or in a structure owned or operated by The Regents;

d. Loss of merchandise resulting from any of the named perils, at cost and on the basis of inventory invoice records only; and

e. Expenses incurred for the conservation of property or protection from further damage.

4. Salvage and Recoveries: When salvage or recovery is received subsequent to the funding of a loss, any reimbursement shall be expeditiously credited to the respective self-insurance account.

5. Care, Custody, and Control: For reimbursement of covered losses under terms of this Bulletin, where custody of property is assumed under contract by a University activity, care and control must also be assumed. Special attention in this respect relates to contracts involving Federal Government property where no third party recourse exists and control is not a standard contractual condition.

6. Reasonable Care and Control: Money and Securities Losses: Application of theft coverage (Section IV.A.1.c.) is contingent upon (1) a report from campus Internal Audit Manager or designee about adequacy of cashiering practices at the time of loss; and (2) University of California police reports and investigation findings.

7. Conditions Affecting Valuation of Property for Reimbursement Following Loss:

   a. Broad Evidence of Value: Reimbursement of losses to property and equipment will consider all practical factors pertinent to value, and will be flexible and fair, subject to terms and conditions of this Bulletin.

   b. Broad Evidence Applicable to Structure Loss: When a University structure has been constructively or in fact destroyed in whole or in part by a covered peril, a replacement value shall be determined. Structure replacement value for purposes of this Bulletin means appropriate functional replacement cost, including value of like property or reconditioned like property, but exclusive of any betterment or applicable code changes.

Replacement value of structure or any part thereof shall be on the same premises and intended for the same occupancy and use as prior to occurrence of a covered peril. A structure not repaired or replaced will be valued on the basis of actual cash value.

c. Factors Pertinent to Value of Equipment and Supplies: Determination of value of equipment and supplies for purposes of this Bulletin will be based on replacement value as defined in this Bulletin (see Section VII.B.7.i.) except as may qualify for consideration under Section VII.B.7.e., Special Equipment, Machinery, and Products. Equipment or supplies not replaced will be at actual cash value.

To assure a stated-value recovery, University activities must insure property on a declared value basis under the University's Miscellaneous Property Risk Management Program (BUS-71).

d. Equipment Useful Life Schedules: Equipment useful life schedules, published by the Office of Materiel Management, Office of the President, will be employed as a contributing determinant of value when applicable.

Reduction in property useful life or disruption of applicable warranty caused by a covered peril will be an allowable determinant of value of loss or damage, as verified.

e. Special Equipment, Machinery, and Products*: When equipment, machinery, or products are so specialized they do not have an identifiable or ready market value, evidence as to reconstruction value is admissible and may be a significant contributing factor in determining value when damaged or destroyed by a covered peril. Consideration will be given to actual cash value of such equipment, machinery, or products or their component parts when appropriate.

*Other than Products of University Research; see Section IV.B.2.f., above.

f. Lockdown Devices: Value of lockdown devices damaged by a covered peril and cost of reinstalling similar devices on replaced or repaired equipment is an allowable increment of value under this program. Liability of vendors arising out of performance warranties covering lockdown devices should be explored for subrogation purposes in each appropriate instance.

Also, any loss currently reported, for which repair, restoration, or replacement in whole or in part is postponed until a future date at discretion of the University activity suffering the loss, will be reimbursed as an old loss for that portion so postponed. In no event will any loss be funded if reported later than twelve months from the date of occurrence.

13. Animals: These include livestock within a University premise and all living creatures, rare or common, used by teaching and research activities and whose value is represented by market acquisition cost of a consumable supply, except and exclusive of animals which are products of research or which have been altered. Valuation of a pregnant animal is not augmented by value of its fetus; consequential animal loss (such as sickness, death, latent injury) which may but not necessarily be attributable wholly or in part to prior occurrence of a covered peril does not give rise to allowable loss cost within this program.

14. Products of University Research: These are basic organic or inorganic materials that have been fabricated, enhanced, converted, or changed or are in process of fabrication, enhancement, conversion, or change (through systematic application of one or more of the following--intelligence, labor, capital, and energy) by or on behalf of University personnel in conjunction with a University teaching or research activity.

15. Library Contents and Collections: Unit dollar values in effect on a date of loss, as established annually by the Library Council for capitalization of Libraries and Collections, will provide the sole basis for valuation of covered loss involving bound volumes, current serials, manuscripts, maps, microcopy, other micrography formats, pamphlets, pictorial items, recordings, other media as may come within the applicable purview of the Library Council.

University of Cincinnati

**ARKWRIGHT**

**All Risk Policy**

Arkwright Mutual
Insurance Company
225 Wyman Street
P.O. Box 9198
Waltham, MA 02254-9198

220510 (Renewal of 220311)
**Policy Number**

**Mutual Corporation**

**In Consideration of the Provisions and Stipulations herein or added hereto and of** _____

SEE POLICY SUMMARY **Dollars Premium**

this Company, for the term of 36 months [from the 1st day of April, 19 91 to the 1st day of April, 19 94] at 12:01 a.m., Standard Time, at location of property involved.

to an amount not exceeding SEE SPECIAL CONDITIONS, CLAUSE C Dollars,

does insure UNIVERSITY OF CINCINNATI

and others as per title in form attached

and legal representatives, to the extent of the actual cash value of the property at the time of loss, but not exceeding the amount which it would cost to repair or replace the property with material of like kind and quality within a reasonable time after such loss, without allowance for any increased cost of repair or reconstruction by reason of any ordinance or law regulating construction, repair or use, and without compensation for loss resulting from interruption of business or manufacture, nor in any event for more than the interest of the insured, against ALL RISKS OF PHYSICAL LOSS OR DAMAGE, except as hereinafter excluded, to the property described hereinafter while located or contained as described in this Policy, or pro rata for ninety days at each proper place to which any of the property shall necessarily be removed for preservation from loss insured against in this Policy, but not elsewhere.

**Provisions Specially Applicable to this Policy**

The insured by accepting this Policy thereby becomes a member of this Company and subject to the provisions of its charter and by-laws, with power to vote at its meetings. This Policy is non-assessable.

Assignment of this Policy shall not be valid except with the written consent of this Company.

This Policy is made and accepted subject to the foregoing provisions and stipulations and those hereinafter stated, which are hereby made a part of this Policy, together with such other provisions, stipulations and agreements as may be added thereto, as provided in this Policy.

**In Witness Whereof,** this Company has executed and attested these presents; but this policy shall not be valid unless countersigned by the duly authorized Agent of this Company at North Olmsted, Ohio

Robert J. M. O'Hara Jr.
*Secretary*

F. J. Burgess
*President*

Countersigned this 25th day of April, 1991

D E Swolhs
Agent

POL 100 (6 87)

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| ISSUE DATE | ARKWRIGHT MUTUAL INSURANCE COMPANY |
|---|---|
| April 25, 1991 | |

## POLICY SUMMARY

| ME OF INSURED | SUMMARY NO. | REPLACING NO. | POLICY NO. |
|---|---|---|---|
| UNIVERSITY OF CINCINNATI, ETAL | 1 | | 220510 |

| STATUS AT | POLICY EXPIRES | ACCOUNT NO. |
|---|---|---|
| April 1, 1991 | April 1, 1994 | 73146 |

## COVERAGES

| | ALLOCATED VALUE*+ | | | ANNUAL PREMIUM | | |
|---|---|---|---|---|---|---|
| COV. | PRESENT (000) | PRIOR (000) | CHANGE (000) | PRESENT | PRIOR | CHANGE |
| PD | 1,392,046 | | | 427,736.98 | | |
| RI | 5,000 | | | 2,250.00 | | |
| EE | 4,000 | | | 40.00 | | |
| PDFL | 5,299 | | | 4,292.19 | | |
| AC | (2,500) | | | 2,500.00 | | |
| EO | (2,500) | | | 2,500.00 | | |
| PDDP | INCLUDED | | | INCLUDED | | |
| EEDP | INCLUDED | | | INCLUDED | | |
| PDSI | INCLUDED | | | INCLUDED | | |
| RISI | INCLUDED | | | INCLUDED | | |
| [illegible]I | INCLUDED | | | INCLUDED | | |
| [illegible]T | INCLUDED | | | INCLUDED | | |
| ARTS | INCLUDED | | | INCLUDED | | |
| TOTAL | 1,406,345 | | | 439,319.17 | | |

| PAYABLE AT | April 1, 1991 | April 1, 1992 | April 1, 1993 |
|---|---|---|---|
| | ANNUAL PREMIUM | EFF. DATE | 1st ANN. | 2nd ANN. |
| | 439,319.17 | 439,319.17 | 439,319.17 | 439,319.17 |
| TOTAL | 439,319.17 | 439,319.17 | 439,319.17 | 439,319.17 |

## REPAIR OR REPLACE

| COST OF REPLACEMENT + AMOUNT (000) | APPLIES AT |
|---|---|
| 1,388,001 | All Locations except as otherwise excluded on a Schedule in this Policy.<br>Agreed Amount applies until July 1, 1991. |

16

*Allocated Values in parenthesis not included in totals
+ Values Shown in Thousands of Dollars



Letter R in right hand column indicates revision.

FORM AR-1704 (01-84)

ARKWRIGHT

SPECIAL CONDITIONS

Policy No. 220510

## A. INSURED

UNIVERSITY OF CINCINNATI and any Subsidiary, Affiliated, Associated, or other Allied Interests as now or hereinafter constituted.

## B. COVERAGES

The coverages provided by this Policy are defined by the Forms and Endorsements attached to and forming a part of this Policy and apply only at locations described in the Schedule(s) attached to and forming a part of this Policy.

## C. LIMITS OF LIABILITY

The maximum amount recoverable under this Policy for all loss or damage resulting from a single occurrence shall not exceed $1,406,345,000, except as indicated below:

| COVERAGE | LIMIT OF LIABILITY | |
|---|---|---|
| Property Damage | $1,406,345,000 | |
| Flood | | |
| Property Damage and Time Element | 100,000,000 | (1) & (2) |
| Earth Movement | | |
| a. Property Damage and Time Element except in Alaska, California, Hawaii and Puerto Rico | 100,000,000 | (1) & (2) |
| b. Property Damage and Time Element in Alaska, California, Hawaii and Puerto Rico | NO LIABILITY | |
| Demolition and Increased Cost of Construction | 10,000,000 | |
| Automatic Coverage | | |
| Property Damage and Time Element | 5,000,000 | |
| Flood | 2,500,000 | (1) & (2) |
| Earth Movement | 2,500,000 | (1) & (2) |
| Errors and Omissions | | |
| Property Damage and Time Element | 5,000,000 | |
| Flood | 2,500,000 | (1) & (2) |
| Earth Movement | 2,500,000 | (1) & (2) |
| Expediting Expense | 1,000,000 | |
| Floater | | |
| Property Damage | 2,000,000 | |
| Flood | 1,000,000 | (1) & (2) |
| Earth Movement | 1,000,000 | (1) & (2) |
| Electronic Data Processing | | |
| Media Development and Extra Expense | 2,000,000 | |

(1) for each single occurrence
(2) during any twelve (12) consecutive months

C. LIMITS OF LIABILITY (Continued)

| COVERAGE | LIMIT OF LIABILITY | |
|---|---|---|
| Records and Media | $ 2,000,000 | |
| Service Interruption | | |
| Property Damage and Time Element | 2,000,000 | |
| Transportation | | |
| (A) Per Conveyance | 100,000 | |
| (B) Per Catastrophe | 200,000 | |
| Fine Arts | 2,000,000 | |
| Student Artwork | 300 | (3) |
| Rental Insurance | 5,000,000 | |
| Extra Expense | 4,000,000 | |
| Decontamination Expense | 500,000 | (1) & (2) |
| Vehicles | | |
| Bloodmobiles | 100,000 | |
| Garbage Disposal Trucks | 60,000 | |
| Barth Motor Coaches | 180,000 | |
| All Other Vehicles | 30,000 | |
| Experimental Research Animals | 1,000,000 | |
| Rare Books in Carl Blegen Library | 400,000 | |

(1) for each single occurrence
(2) during any twelve (12) consecutive months
(3) per piece of Artwork

NOTE:

The maximum amount recoverable for loss or damage caused by or resulting from a single flood occurrence for all Property Damage and Time Element coverages provided by this Policy for Automatic Coverage, Errors and Omissions and Floater, shall not exceed $5,000,000; and the aggregate amount recoverable under this Policy for all such losses during any policy year shall not exceed $5,000,000.

This maximum amount recoverable is not in addition to any other Limit of Liability stated in this Policy, nor in any other binder or policy written by this Company for the Insured for loss or damage caused by or resulting from flood.

Whenever a limit of liability appears on a Schedule in this Policy, such limit shall apply to the total loss insured under this Policy as a result (directly or indirectly) of physical damage at that location of the type insured against by this Policy.

## D. DEDUCTIBLES

General Policy Deductible

A $100,000 combined Property Damage and Time Element deductible applies at all locations, except:

| Loc. No. | Index No. | Location | Deductible |
|---|---|---|---|
| 7 | 53607.27X | Cincinnati, Ohio | $ 1,000 Property Damage |
| 8 | 99999.99X | Cincinnati, Ohio | 10,000 Property Damage |

and the following:

1. Floater Coverage - Location No. 990

   A $10,000 Property Damage deductible applies.

2. Vehicle Coverage - Location No. 992

   A $5,000 per occurrence deductible applies to Vehicles including Bloodmobiles, Garbage Disposal Trucks, Barth Motor Coaches and Automobile Fleet, with the exception of the Vehicles listed below, a $1,000 deductible applies.

| | |
|---|---|
| 81 Dodge Passenger Van | Serial No. B31PSBK257267 |
| 81 Dodge Omni | Serial No. 3BL28BD238790 |
| 83 Dodge Passenger Van | Serial No. B31U2DK325897 |
| 84 Chevy Celebrity S.W. | Serial No. AW35XOE1136952 |
| 85 Chevy Impala | Serial No. BL69ZOFH117956 |
| 85 Chevy Cavalier | Serial No. JC69P3F7138137 |
| 79 Ford Cargovan | Serial No. E21BHDF2680 |
| 83 Dodge Passenger Van | Serial No. B31U2DK325898 |
| 81 Dodge Passenger Van | Serial No. B31P4BK257268 |
| 83 Dodge Passenger Van | Serial No. 2B5WB31U5DK408336 |

3. Fine Arts Coverage - Location No. 993

   A $1,000 deductible applies.

4. Transportation Coverage - Location No. 994

   A $1,000 deductible applies to Property in Transit.

5. Experimental Research Animals

   A $100,000 deductible applies.

## E. PREMIUM PAYABLE

Any return of premium accruing under this Policy, unless otherwise stated, shall be applied to the account of **INSURED.**

## F. LOSS PAYABLE

Loss, if any, on all property, unless otherwise stated, shall be payable to **INSURED.**

## G. REPORTING OF VALUES

1. Property Values

The Insured shall send to this Company reports of current values for property insured hereunder at each location shown in the Schedule(s) attached to and forming a part of this Policy. The values shall be shown on a replacement basis for property which is covered on a repair or replacement basis, and in accordance with General Condition No. 3 - **VALUATION** of Part E. **GENERAL CONDITIONS** of the Policy for all other property. The value of stock and supplies shall be based on the approximate average value of stock and supplies on hand during the twelve months immediately preceding the effective date of the report. The initial reports of values shall be as of **July 1st** and are due not later than **30** days thereafter.

2. Time Element Values

The Insured shall also send to this Company reports of values in accordance with the Reporting clause of any Business Interruption or other Time Element Endorsement attached to and forming a part of this Policy. Such values shall be shown separately for each location where such coverage is provided as shown in the Schedule(s) attached to and forming a part of this Policy.

## H. PREMIUM ADJUSTMENT

Premiums are based on the 100% values indicated in the Policy Summary attached to and forming a part of this Policy and reported according to the preceding Clause G, **REPORTING OF VALUES.** Premium will be adjusted annually by location in the same proportion as the latest report of values bears to the previous report of values.

## I. ADDITIONAL CONSIDERATIONS

RECORDS AND MEDIA

As respects Policy Form 3000 Section E. General Conditions - Valuation Clause 3 (d) is deleted and the following wording substituted therefor:

(d) on exposed film, records, manuscripts and drawings, the value blank plus the cost of copying information from backup or from originals of a previous generation, and this Policy also insures any other cost, including research, engineering or other cost of restoring or recreating information lost up to a Limit of Liability of $2,000,000.

ELECTRONIC DATA PROCESSING - MEDIA

As respects Policy Form 3000 Section E. General Conditions - Valuation Clause 3 (e) is deleted and the following wording substituted therefor:

(e) on data programs or any other software stored on electronic, electro mechanical, electro magnetic data processing or production equipment, the cost of transferring such from backup or from original of a previous generation, and this Policy also insures any other cost, including research, engineering or other cost of restoring or recreating information lost up to a Limit of Liability of $2,000,000.

ELECTRONIC DATA PROCESSING - EXTRA EXPENSE

It is agreed that this Policy also covers up to a Limit of Liability of combined $2,000,000 EDP Media/Extra Expense, as defined in the Policy Form 3208, associated with restoring or recreating of media information as defined in the General Conditions, Valuation, Item (e) of this Policy.

It is further agreed that the Limit of Liability of this Special Condition shall be part of and not in addition to the Extra Expense Limit of Liability stated elsewhere in the Policy.

DECONTAMINATION EXPENSE

If at the time insured property is contaminated as a direct result of physical damage insured against by this Policy there is in force any law or ordinance regulating contamination, including but not limited to pollution, then this Policy shall cover, as a result of enforcement of such law or ordinance, the increased cost of decontamination and debris removal of such property in a manner to satisfy such law or ordinance.

If this Policy includes Time Element coverage, the Period of Interruption is extended to include such time as is necessary and reasonable, with the exercise of due diligence and dispatch, to decontaminate in a manner to satisfy such law or ordinance, such property not excluded by this Policy and utilized by the Insured.

There is no liability for expense or time required for removing contaminated uninsured property nor the contaminant therein or thereon, whether or not the contamination results from an insured event.

Liability arising out of any one occurrence, or in the aggregate for all such losses in any one policy year, shall not exceed $500,000.

## I. ADDITIONAL CONSIDERATIONS (Continued)

EXPERIMENTAL RESEARCH ANIMALS

All Experimental Research Animals are covered, including costs to duplicate research expenditures to the point of loss, up to a $1,000,000 limit of liability and subject to a $100,000 deductible.

STUDENT AND PATIENT PROPERTY

This Policy does not insure Personal Property of Students and Hospital Patients except as otherwise provided in this Policy.

LOSS PAYABLE CLAUSES

Loss or damage, if any, to hospital medical operating room equipment shall be adjusted with the Insured and payable to the Insured and The Fifth Third Bank, Fifth Third Center, Cincinnati, Ohio 45263, as Trustee.

Loss or damage, if any, to VAX-1178 Computer System (includes software, printer BEC Writer III); VAX-730 System; VAX-1175 System with 2 Printers, Sheet Feeder, etc., and VAX-COMPACT System with Software, Memory Box, Modum, etc., shall be adjusted with the Insured and payable to the Insured and Digital Equipment Corporation, 11305 Reed Hartman Highway, Cincinnati, Ohio 45241.

Loss or damage, if any, to 1-5362-S#640NJY-A-02 System, 36 128K 60 MB; 1-2901 Additional Storage; 1-2905 Work Station Expansion; 1-3180-S#749ZBD-210 Display Station; 1-5224-S#749ZBE-002 Printer, 2-5291-S#823UEW-200 Display Station; 1-5219-S#749ZBF-D02 Printer; 1-7875 Front Exit Sheet Exec.; 1-5219-S#823UEY-DO2 Printer; 1-7870 Front Exit Sheet Feed., shall be adjusted with the Insured and payable to the Insured and International Business Machines Corp., 580 Walnut Street, Cincinnati, Ohio 45202.

Loss or damage, if any, to 64 RACAL VADIC VA212PAR MODEM; 4 RACAL VADIC VA1681-A CHASSIS; 4 RACAL VADIC VA545 DATA JACK CHASSIS; 4 IBM 3350-AO2 with features 8150, 9903; 6 IBM 3350-BO2 with features 9903; 1 IBM 3420-6 with features 6425, 9903, shall be adjusted with the Insured and payable to the Insured and Municipal Leasing Corporation, 8260 Greensboro Drive, Suite 225, McLean, Virginia 22102.

## J. FORMS AND ENDORSEMENTS

The following Forms and Endorsements are attached to and form a part of this Policy.

| Form | Edition | Description | Policy Endorsement No. |
|---|---|---|---|
| | | PROPERTY DAMAGE | |
| 3000M | (3/87) | Property Damage | |
| 3100 | (5/84) | Repair or Replace | 1 |
| 3101 | (11/84) | Agreed Amount | 2 |
| 3102 | (5/87) | Service Interruption | 3 |
| 3107 | (5/87) | Transportation | 4 |
| 3113 | (5/87) | Fine Arts | 5 |
| | | TIME ELEMENT | |
| 3203 | (5/87) | Service Interruption | 6 |
| 3205 | (5/87) | Rental Insurance | 7 |
| 3208 | (5/87) | Extra Expense | 8 |
| | | PROPERTY DAMAGE/TIME ELEMENT | |
| 3300 | (5/87) | Earth Movement | 9 |
| 3301 | (5/87) | Flood | 10 |
| | | SPECIAL STATE ENDORSEMENT | |
| 3049 | (10/86) | Ohio | 11 |

Joyce S. Davis .....Authorized Underwriter

| ISSUE DATE | ARKWRIGHT MUTUAL INSURANCE COMPANY |
|---|---|
| April 25, 1991 | |

SCHEDULE

INSURED
UNIVERSITY OF CINCINNATI, ETAL

| EFFECTIVE DATE | LOCATION NO | INDEX NO | PAGE NO | REPLACING PAGE NO | POLICY NO |
|---|---|---|---|---|---|
| April 1, 1991 | 1 | 53616.32 | 1 | | 220510 |

LOCATION OF PREMISES:
University of Cincinnati, Clifton Campus, including (Braunstein) Old Bookstore, bounded by Clifton, St. Clair and Jefferson Avenues and Calhoun Street, Cincinnati, Ohio, excluding property insured under Location Nos. 1A and 1B.

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| Property Damage - Real and Personal<br><br>Rental Insurance | |

ADDITIONAL CONDITIONS:
This Policy does not cover contractors' and/or subcontractors' equipment or portable tools nor portable tools and personal belongings of contractors' and/or subcontractors' employees.

The amount of insurance stated in this Coverage is provisional. It is a condition of this insurance, wherein the rate and premium are based on an average amount of liability during the period of construction, that at any date while this Policy is in force the actual amount of insurance hereunder is an amount equal to the actual value of the described property on that date.

Includes the interests of Turner/Foxx, a Joint Venture, as well as all Trade Contractors and Trade Subcontractors, with respect to the Multi-Purpose Center Complex, University of Cincinnati, as an Additional Named Insured with respect to Property Damage only.

Loss or damage, if any, to VAX-1178 Computer system (includes software, printer, BEC Writer III); VAX-730 System, VAX-1175 System with two (2) printers, sheet feeder; VAX-COMPACT System with software, memory box, modum, etc., shall be adjusted with the Insured and payable to the Insured and Sanwa Business Credit Corporation and all of its subsidiaries, affiliated companies and interests as may now or hereafter be constituted, One South Wacker Drive, 39th Floor, Chicago, Illinois 60606.

In the event of cancellation of this Policy by this Company, 30 days' prior written notice thereof will be given to Sanwa Business Credit Corporation.

Loss or damage, if any, to Personal Property at the College Conservatory of Music, under Agreement dated April 7, 1989 and Schedule A, (not to exceed the amount of $65,000), shall be adjusted with the Insured and payable to the Insured and The Santa Fe Opera, 7 miles north of Santa Fe, P.O. Box 2408, Santa Fe, New Mexico 87504-2408.

| ISSUE DATE | ARKWRIGHT MUTUAL INSURANCE COMPANY |
|---|---|
| April 25, 1991 | |

SCHEDULE

INSURED
UNIVERSITY OF CINCINNATI, ETAL

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|---|---|---|---|---|---|
| April 1, 1991 | 1 | 53616.32 | 2 | | 220510 |

ADDITIONAL CONDITIONS (Continued):

Loss or damage, if any, to Computer Equipment used in the emission control test during either November 15, 1989 through December 15, 1989 or December 1, 1989 to December 31, 1989, shall be adjusted with the Insured and payable to the Insured and Carlos Thomas, Gordon Darby Inc., 10174 International Boulevard, Cincinnati, Ohio 45246.

Loss or damage, if any, to Real Property leased at 2828 Vernon Place, Cincinnati, Ohio, valued at $1,000,000, shall be adjusted with the Insured and payable to the Insured and Harry S. Gantz, President of Auburn Insurance Agency, 517 Linton Street, Cincinnati, Ohio 45219.

Loss or damage, if any, to a leased 12 x 64 Trailer, Unit No. 4489, valued at $17,800, shall be adjusted with the Insured and payable to the Insured and Diamond Engineered Space, 1065 East Fifth Ave., Columbus, Ohio 43201.

Loss or damage, if any, to Telephone Systems, valued at $183,000, File No. 8552, shall be adjusted with the Insured and payable to the Insured and GTE Leasing Corporation, Meridian Mark II, 11711 N. Meridian Street, Suite 510, Carmel, Indiana 46032.

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UNIVERSITY OF CINCINNATI, ETAL

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|---|---|---|---|---|---|
| April 1, 1991 | 1A | 53616.32P-R | 3 | | 220510 |

LOCATION OF PREMISES.
Langsam Library, Baldwin Hall, Chemistry Building, Taft Law Building, Blegen Library, Cincinnati, Ohio.

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| Property Damage - Real and Personal | Limit of Liability<br>$188,671,000 |

ADDITIONAL CONDITIONS.



Letter R in right-hand column indicates revisions

FORM AR3-1 (01-84)

| ISSUE DATE | ARKWRIGHT MUTUAL INSURANCE COMPANY |
|---|---|
| April 25, 1991 | |

SCHEDULE

INSURED
UNIVERSITY OF CINCINNATI, ETAL

| EFFECTIVE DATE | LOCATION NO | INDEX NO | PAGE NO | REPLACING PAGE NO | POLICY NO |
|---|---|---|---|---|---|
| April 1, 1991 | 1B | 53616.32 | 4 | | 220510 |

LOCATION OF PREMISES:

Campus Parking Garages, Cincinnati, Ohio.

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| Property Damage - Real and Personal | |

ADDITIONAL CONDITIONS:



Letter R in right hand column indicates revision.

FORM AR3-1 (01-84)

| ISSUE DATE | ARKWRIGHT MUTUAL INSURANCE COMPANY |
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SCHEDULE

INSURED
UNIVERSITY OF CINCINNATI, ETAL

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|---|---|---|---|---|---|
| April 1, 1991 | 2 | 53463.35-R | 5 | | 220510 |

LOCATION OF PREMISES:

University of Cincinnati Medical Center, bounded by Bethesda, Elland, Burnet, Piedmont and Eden Avenues, including Holmes Hospital and Buildings west of Eden Avenue, Health Professional Building, Kettering Lab, Kehoe Hall, Animal Building and University Hospital situate at 234 Goodman Street, Cincinnati, Ohio, excluding property insured under Location Nos. 2A and 2B.

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| Property Damage - Real and Personal | |

ADDITIONAL CONDITIONS:

The following Clause applies to the University of Cincinnati Medical Center:

Includes the interest in Real Property of Shriners Burns Institution in the Overhead Walkway linking Barrett, Shriner's and University Hospital of Shriners Burns Institution, 202 Goodman Avenue, Cincinnati, Ohio 45219, as Additional Named Insured with respect to Property Damage only.

Loss or damage, if any, to a three piece CC-4 Control System, Lease No. 4060401, valued at $7,335.00 shall be adjusted with the Insured and payable to the Insured and Lease Mark Inc., 1604 Colonial Parkway, Inverness, Illinois 60067.

In the event of cancellation of this Policy by this Company, 30 days' prior written notice thereof will be given to Lease Mark Inc.

The following Clauses apply to University Hospital:

Loss or damage, if any, to CT 9800 Scanner System, 60 HZ, Dedicated Console and Multiformat Camera, in an amount not to exceed $1,100,000, shall be adjusted with the Insured and payable to the Insured and General Electric Company, Medical Systems Division, P.O. Box 414 Milwaukee, Wisconsin 53201.

Loss or damage, if any, to one (1) Coulter (R) S-Plus STKR SYSTEM with five-year warranty; one (1) Coulter (R) Printer/Plotter; one (1) Coulter (R) Single Ticket Printer; one (1) Coulter (R) S- Plus IV with Data Terminal; two (2) Coulter Data Storage Package, valued at $321,093, shall be adjusted with the Insured and payable to the Insured and Coulter Leasing Corporation, 601 West 20th Street, Hialeah, Florida 33010.



Letter R in right hand column indicates revision.

FORM AR3-1 (01-84)

| ISSUE DATE | ARKWRIGHT MUTUAL INSURANCE COMPANY |
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INSURED
UNIVERSITY OF CINCINNATI, ETAL

| EFFECTIVE DATE | LOCATION NO | INDEX NO | PAGE NO | REPLACING PAGE NO | POLICY NO |
|---|---|---|---|---|---|
| April 1, 1991 | 2 | 53463.35-R | 6 | | 220510 |

ADDITIONAL CONDITIONS (Continued):

Loss or damage, if any, to various Digital Equipment, Lease No. MLA No. 1059, Schedules 5, 6 and 7, valued at $130,914.46, shall be adjusted with the Insured and payable to the Insured and Digital Equipment Corporation, 10101 Alliance Drive, Cincinnati, Ohio 45242, as Lessor and SANWA Business Credit Corp., 1 South Wacker Drive - 37th Floor, Chicago, Illinois 60606, as Assignee.

Loss or damage, if any, to Leased Office Equipment, (Lease No. 004127), located in the College of Medicine Building, shall be adjusted with the Insured and payable to the Insured and Cort Furniture Rental, 7400 Squire Court, West Chester, Ohio 45063.

Loss or damage, if any, to Equipment listed below, shall be adjusted with the Insured and payable to the Insured and Digital Equipment Corporation, 10101 Alliance Road, Cincinnati, Ohio 45242.

| Quantity | Model No. | Description | Amount |
|---|---|---|---|
| One (1) | DSRZA-BA | Remote Terminal Server | $ 5,096.00 |
| Two (2) | DFMZA-BA | Remote 8-Line Async Stat-MUX | 5,153.40 |
| Two (2) | BC22F-10 | 10 Ft. Cable RS232, 25 Wire Shld | 105.00 |
| One (1) | BC17D-10 | 10' RS232 Sync Null Mod F to T | 55.30 |
| Six (6) | VT420-AA | VT420 Text Video Terminal | 2,793.00 |
| | | Installation | 3,069.00 |
| | | TOTAL | $ 16,271.70 |



Letter R in right-hand column indicates revisions

FORM AR3-1a (01-84)

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UNIVERSITY OF CINCINNATI, ETAL

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|---|---|---|---|---|---|
| April 1, 1991 | 2A | 53463.35P | 7 | | 220510 |

LOCATION OF PREMISES:

Wherry Hall, Proctor Hall, Emergency Service Building, Cincinnati, Ohio.

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| Property Damage - Real and Personal | Limit of Liability<br>$34,813,000 |

ADDITIONAL CONDITIONS:

30



Letter R in right hand column indicates revision

FORM AR3-1 (01-84)

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| April 1, 1991 | 2B | 53463.35 | 8 | | 220510 |

LOCATION OF PREMISES:

Medical Center Parking Garages, Cincinnati, Ohio.

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| Property Damage - Real and Personal | |

ADDITIONAL CONDITIONS:



Letter R in right hand column indicates revision

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|---|---|---|---|---|---|
| April 1, 1991 | 3 | 53607.25 | 9 | | 220510 |

LOCATION OF PREMISES:

Campus Service Building and Garage Building, 2880-2900 Reading Road, Cincinnati, Ohio.

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| Property Damage - Real and Personal | |

ADDITIONAL CONDITIONS:



Letter R in right hand column indicates revision.

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|---|---|---|---|---|---|
| April 1, 1991 | 4 | 53638.9 | 10 | | 220510 |

LOCATION OF PREMISES:

University of Cincinnati, College of Applied Science, 100 East Central Parkway, Cincinnati, Ohio.

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| Property Damage - Real and Personal | |

ADDITIONAL CONDITIONS:



Letter R in right hand column indicates revision

FORM AR3-1 (01-84)

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|---|---|---|---|---|---|
| April 1, 1991 | 5 | 53067.11 | 11 | | 220510 |

LOCATION OF PREMISES:

University of Cincinnati, Raymond Walters Branch, 9555 Plainfield Road, Blue Ash, Ohio.

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| Property Damage - Real and Personal | |

ADDITIONAL CONDITIONS:

34



Letter R in right hand column indicates revision

FORM AR3-1 (01-84)

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| April 25, 1991 | |

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INSURED
UNIVERSITY OF CINCINNATI, ETAL

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|---|---|---|---|---|---|
| April 1, 1991 | 6 | 53013.06 | 12 | | 220510 |

LOCATION OF PREMISES:

University of Cincinnati, Clermont Campus, College Drive, Batavia, Ohio.

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| Property Damage - Real and Personal | |

ADDITIONAL CONDITIONS:



Letter B in right hand column indicates revision

FORM AR3-1 (01-84)

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INSURED
UNIVERSITY OF CINCINNATI, ETAL

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|---|---|---|---|---|---|
| April 1, 1991 | 7 | 53607.27X | 13 | | 220510 |

LOCATION OF PREMISES:

President's Home, 363 Lafayette Avenue, Cincinnati, Ohio.

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| Property Damage - Real and Personal | Limit of Liability<br>$350,000 |

ADDITIONAL CONDITIONS:



Letter R in right hand column indicates revision.

FORM AR3-1 (81-84)

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|---|---|
| April 25, 1991 | |

SCHEDULE

INSURED
UNIVERSITY OF CINCINNATI, ETAL

| EFFECTIVE DATE | LOCATION NO. | INDEX NO. | PAGE NO. | REPLACING PAGE NO | POLICY NO |
|---|---|---|---|---|---|
| April 1, 1991 | 8 | 99999.99X | 14 | | 220510 |

LOCATION OF PREMISES:

Showboat Majestic, watercraft secured permanently on the Ohio River at the foot of Broadway Street, Cincinnati, Ohio.

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| Property Damage - Real and Personal | Limit of Liability<br>$340,000 |

ADDITIONAL CONDITIONS:



Letter R in right hand column indicates revision.

FORM AR3-1 (01-84)

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INSURED
UNIVERSITY OF CINCINNATI, ETAL

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|---|---|---|---|---|---|
| April 1, 1991 | 9 | 53617.28 | 15 | | 220510 |

LOCATION OF PREMISES:

Edge Cliff Campus, 2220-2262 Victory Parkway, Cincinnati, Ohio.

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| Property Damage - Real and Personal | |

ADDITIONAL CONDITIONS:

38



Letter R in right hand column indicates revision.

FORM AR3-1 (01-84)

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| April 25, 1991 | |

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INSURED
UNIVERSITY OF CINCINNATI, ETAL

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|---|---|---|---|---|---|
| April 1, 1991 | 990 | 99999.99X | A | | 220510 |

LOCATION OF PREMISES:

**VARIOUS - Wherever located within the Continental Limits of the United States of America, Canada, Alaska, Hawaii and Puerto Rico excluding property in transit. This Floater Insurance does not cover any property insured under any other item of this Policy or under any other Policy issued by this Company to this Insured, or insured in whole or in part by any other insurance; or excluded elsewhere in this Policy.**

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| FLOATER | |
| Property Damage - Real and Personal | A $2,000,000 Limit of Liability applies per location, except Flood and Earth Movement liability is limited to:<br><br>$1,000,000 each single occurrence<br>1,000,000 during any twelve (12) consecutive months. |

ADDITIONAL CONDITIONS:

2330 Victory Parkway, Cincinnati, Ohio:

Loss or damage, if any, to Personal Property shall be adjusted with the Insured and payable to the Insured and Victory Parkway Limited Partnership, c/o The March Company, 9403 Kenwood Road, Suite A200, Cincinnati, Ohio 45242.

In the event of cancellation of this Policy by this Company, 10 days' prior written notice thereof will be given to Victory Parkway Limited Partnership.

| ISSUE DATE | ARKWRIGHT MUTUAL INSURANCE COMPANY |
|---|---|
| April 25, 1991 | |

SCHEDULE

INSURED
UNIVERSITY OF CINCINNATI, ETAL

| EFFECTIVE DATE | LOCATION NO | INDEX NO | PAGE NO | REPLACING PAGE NO | POLICY NO |
|---|---|---|---|---|---|
| April 1, 1991 | 991 | 53616.32 (Various) | B | | 220510 |

LOCATION OF PREMISES:

VARIOUS

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| Automatic Coverage<br>Property Damage and Time Element<br><br>Errors and Omissions<br>Property Damage and Time Element | See Special Conditions, Clause C, for Limits of Liability. |

ADDITIONAL CONDITIONS:

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Letter R in right hand column indicates revision.

FORM AR3-1 (01-84)

| ISSUE DATE | ARKWRIGHT MUTUAL INSURANCE COMPANY |
|---|---|
| April 25, 1991 | |

SCHEDULE

INSURED
UNIVERSITY OF CINCINNATI, ETAL

| EFFECTIVE DATE | LOCATION NO. | INDEX NO. | PAGE NO | REPLACING PAGE NO | POLICY NO |
|---|---|---|---|---|---|
| April 1, 1991 | 992 | 99999.99 | C | | 220510 |

LOCATION OF PREMISES:

VARIOUS

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| VEHICLES<br><br>Property Damage - Personal | Policy Endorsement No. 1, Repair or Replace, does not apply. |

ADDITIONAL CONDITIONS:

It is hereby agreed that this Policy is extended to cover the Insured's Vehicles, including Bloodmobiles, Garbage Disposal Trucks, Barth Motor Coaches and Automobile Fleet for Direct Physical Actual Cash Value Damage while said Vehicles are either on premises or off premises.

Loss or damage, if any, to leased Vehicles listed below, shall be adjusted with the Insured and payable to the Insured and Mike Albert Leasing, Inc., 10340 Evendale Drive, Cincinnati, Ohio 45241-2564:

| Vehicle Make | Serial Number | Cost |
|---|---|---|
| 87 Mercury Sable | 1MEBM5OU8HG603258 | $12,171 |
| 86 Pontiac Bonneville LE | 2G2GS69A7G2292430 | 13,084 |
| 87 Nissan Sentra | JN1PB21SXHU512523 | 20,789 |
| 87 Nissan Sentra | JN1PB21SXHU513574 | 10,824 |
| 87 Nissan Sentra | JN1PB21S8HU513301 | 10,731 |
| 84 Olds Ciera | 1G3AM19E5ED463328 | 13,359 |
| 88 Chev Cavalier | 1G1JC5114J7144975 | 10,569 |
| 90 Pontiac Sunbird | 1G2JB54K817507137 | 9,600 |
| 90 Pontiac Sunbird | 1G2JB541LXL752029 | 9,600 |
| 90 Pontiac Sunbird | 1G2JB54K007518262 | 9,600 |
| 89 Ford Tempo | 1FAPP36X7KK125400 | 8,400 |





Letter R in right hand column indicates revision.

| ISSUE DATE | ARKWRIGHT MUTUAL INSURANCE COMPANY |
|---|---|
| April 25, 1991 | |

SCHEDULE

INSURED
UNIVERSITY OF CINCINNATI, ETAL

| EFFECTIVE DATE | LOCATION NO | INDEX NO | PAGE NO | REPLACING PAGE NO | POLICY NO |
|---|---|---|---|---|---|
| April 1, 1991 | 993 | 53616.32 (VARIOUS) | D | | 220510 |

LOCATION OF PREMISES:

VARIOUS - Applies to all named locations.

| PROPERTY AND COVERAGE | COVERAGE CONDITIONS |
|---|---|
| Fine Arts | Policy Endorsement No. 5 applies. |

ADDITIONAL CONDITIONS:

The following applies to Fine Arts Coverage:

Coverage includes non-owned Exhibitions under the Insured's care, custody, or control, including Fleishman Paintings Exhibit, Berstein Pre-Columbian Artifacts, and Musical Instruments. Coverage does not include Archives and Rare Books located on the 8th floor of the Carl Blegen Library, Location No. 1A (Index No. 53616.32P-R):

Coverage also includes Student Artwork on exhibition at the University of Cincinnati subject to the terms and conditions of Policy Endorsement No. 5. Student Artwork is defined as paintings, sculptures, and pencil sketches.



Letter R in right hand column indicates revision.

| ISSUE DATE | ARKWRIGHT MUTUAL INSURANCE COMPANY |
|---|---|
| April 25, 1991 | |

SCHEDULE

INSURED
UNIVERSITY OF CINCINNATI, ETAL

| EFFECTIVE DATE | INDEX NO (VARIOUS) | LOCATION OF PREMISE | PAGE NO | REPLACING PAGE NO | POLICY NO |
|---|---|---|---|---|---|
| April 1, 1991 | 53616.32 | VARIOUS - APPLIES TO ALL NAMED LOCATIONS | E | | 220510 |

| LOCATION NO. | COVERAGE | POLICY END. NO. | COVEHAGE CONDITIONS |
|---|---|---|---|
| 994 | Electronic Data Processing<br>Media Development and<br>Extra Expense | | |
| | Service Interruption<br>Property Damage<br>Time Element | 3<br>6 | |
| | Transportation<br>(Property in Transit) | 4 | Policy Endorsement No. 1, Repair or Replace, does not apply. |
| | Extra Expense | 8 | |

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SEE SPECIAL CONDITIONS, CLAUSE C, FOR LIMITS OF LIABILITY

Letter R in right hand column indicates revision.

FORM AR3-4 (12-87)

ARKWRIGHT

PN 220510

## A. PROPERTY INSURED

Unless otherwise excluded, this Policy covers the following property while on the described premises and within 1,000 feet thereof:

1. real property in which the Insured has an insurable interest;
2. personal property owned by the Insured;
3. personal property, other than motor vehicles, of officers and employees of the Insured;
4. personal property of others in the custody of the Insured, which the Insured is under obligation to keep insured for physical damage of the type insured against under this Policy;
5. personal property of others in the custody of the Insured to the extent of the Insured's legal liability for physical loss or damage of the type insured against by this Policy. This Company further agrees to defend any suit against the Insured alleging liability for such damage, destruction or loss and seeking damages on account thereof, even if such suit is groundless, false or fraudulent; but this Company may without prejudice, make such investigation, negotiation and settlement of any claim or suit as this Company deems expedient.

## B. PROPERTY EXCLUDED

This Policy does not insure against loss or damage to:

1. accounts, bills, currency, deeds, evidences of debt or title, money, notes, securities, fine arts, furs, jewelry, precious metals or precious stones;
2. land including water or any other substance in land, water on land, standing timber or growing crops;
3. vehicles otherwise insured; watercraft or aircraft;
4. property sold by the Insured under conditional sale, trust agreement, installment plan or other deferred payment plan after delivery to customers;
5. property in transit unless endorsed hereon;
6. underground mines and mining property located below the surface of the ground;
7. dams, or dikes.

## C. EXCLUSIONS

Group A

This Policy does not insure against loss or damage caused by or resulting from any of the following regardless of any other cause or event contributing concurrently or in any other sequence to the loss:

1. nuclear reaction or nuclear radiation or radioactive contamination from any cause, all whether direct or indirect, proximate or remote; however,

   (a) if fire not otherwise excluded results, the Company shall be liable for direct loss by such resulting fire but not including any loss due to nuclear reaction, nuclear radiation or radioactive contamination, and,

   (b) this Policy does insure against loss or damage caused by sudden and accidental radioactive contamination, including resultant radiation damage, from material used or stored or from processes conducted on the described premises, provided that at the time of such loss there is neither a nuclear reactor capable of sustaining nuclear fission in a self-supporting chain reaction nor any new or used nuclear fuel on the described premises;

GROUP A (Continued)

2. (a) hostile or warlike action in time of peace or war, including action in hindering, combating or defending against an actual impending or expected attack (i) by any government or sovereign power (de jure or de facto), or by any authority maintaining or using military, naval or air forces; or (ii) by military, naval or air forces; or (iii) by an agent of any such government, power, authority or forces;

   (b) any weapon of war employing atomic fission or radioactive force whether in time of peace or war;

   (c) insurrection, rebellion, revolution, civil war, usurped power, or action taken by governmental authority in hindering, combating or defending against such an occurrence; seizure or destruction under quarantine or custom regulations; confiscation by order of any government or public authority, or risks of contraband or illegal transportation or trade;

3. delay or loss of market;

4. any fraudulent or dishonest act or acts committed alone or in collusion with others:

   (a) by any proprietor, partner, director, trustee, officer or employee of the Insured, whether or not such acts are committed during regular business hours; or

   (b) by any proprietor, partner, director, trustee, or officer of any proprietorship, partnership, corporation or association (other than a common carrier) engaged by the Insured to render any service or perform any act in connection with property insured under this Policy;

5. lack of incoming electricity, fuel, water, gas, steam or refrigerant caused by an occurrence off the premises described in this Policy unless specifically endorsed herein; however, if the lack of such a service causes physical damage otherwise insured under this Policy on the described premises, this Policy shall cover the resulting damage;

6. flood waters, waves, tide or tidal water, the release of water, the rising, overflowing or breaking of boundaries of natural or man-made bodies of water, or the spray from any of the foregoing, unless damage by fire or explosion results, and then the Company shall be liable for only such resulting damage;

7. any natural or man-made earth movement including, but not limited to earthquake, landslide, or subsidence unless damage by fire, explosion or sprinkler leakage results, and then the Company shall be liable for only such resulting damage.

Group B

This Policy does not insure against:

1. indirect or remote loss or damage;

2. mysterious disappearance, or loss or shortage disclosed on taking inventory or any unexplained loss;

3. faulty workmanship, material, construction or design from any cause, unless physical damage not excluded by this Policy results, in which event, this Policy will cover only such resulting damage;

4. loss attributable to manufacturing or processing operations which result in damage to stock or materials while such stock or materials are being processed, manufactured, tested or otherwise being worked upon; all unless physical damage not excluded by this Policy results, in which event, this Policy shall cover only such resulting damage;

GROUP B (Continued)

5. deterioration, depletion, rust, corrosion, erosion, wear and tear, inherent vice or latent defect, unless physical damage not excluded by this Policy results, in which event, this Policy shall cover only such resulting damage;

6. contamination including but not limited to pollution, shrinkage or change in color, flavor, texture or finish, unless such damage results directly from other physical damage not excluded by this Policy;

7. settling, cracking, shrinking, bulging, or expansion of pavements, foundations, walls, floors, or ceilings; unless physical damage not excluded by this Policy results, in which event, this Policy will cover only such resulting damage;

8. impact damage to docks, piers and wharves;

9. extremes or changes of temperature damage (except damage to equipment) or changes in relative humidity damage, all whether atmospheric or not, unless physical damage, not excluded by this Policy results, in which event, this Policy shall cover only such resulting damage;

10. insects or vermin damage, unless physical damage, not excluded by this Policy results, in which event, this Policy shall cover only such resulting damage.

## D. ADDITIONAL COVERAGES

CONSEQUENTIAL REDUCTION IN VALUE

1. This Policy covers reduction in value of insured components or parts of products due to physical loss or damage insured against by this Policy to other insured components or parts of such products.

DEBRIS REMOVAL

2. This Policy covers expense of removal from the described premises of debris remaining as a result of an insured event. There is no liability for the expense of removing contaminated uninsured property, nor the contaminant therein or thereon, whether or not the contamination resulted from an insured event. Contaminant includes, but is not limited to, pollutant.

The Company's total liability for debris removal for each insured location sustaining physical loss or damage payable in any one occurrence shall not exceed the greater of:

(a) 25% of the amount of physical damage and time element loss payable at that location, or

(b) $5,000,000

except that the provisions of this Clause shall not increase any other amounts of insurance or limits of liability provided elsewhere in this Policy.

PROPERTY REMOVED FROM DESCRIBED PREMISES

3. This Policy covers property of the Insured at any location within the Continental United States, Hawaii, Alaska, Puerto Rico or Canada when removed from the described premises for the purpose of being repaired, serviced, or in order to avoid threatened damage from flood, excluding:

(a) property otherwise insured;
(b) property excluded from the insurance under this Policy; or
(c) property removed from the described premises for normal storage or processing or preparation for sale or delivery.

DEMOLITION AND INCREASED COST OF CONSTRUCTION

4. If at the time of any physical damage insured against by this Policy there is in force any law or ordinance regulating the construction, repair, replacement or use of buildings or structures then this Policy shall cover as a result of enforcement of such law or ordinance as a direct result of such physical damage:

(a) the additional loss sustained in demolishing any undamaged portion of the buildings or structures;

(b) the cost incurred in actually rebuilding both the damaged and demolished portions of such buildings or structures with materials and in a manner to satisfy such law or ordinance.

The total liability hereunder shall not exceed the actual expenditure incurred in demolishing the undamaged portion of the building(s) or structure(s) involved plus the lesser of the following:

(a) the actual expenditure incurred, not including the cost of land, in rebuilding on another site, or

(b) the cost of rebuilding on the same site.

This Policy shall not be liable for any cost of demolition or increased cost of reconstruction, repair, debris removal or loss of use necessitated by the enforcement of any law or ordinance regulating any form of contamination including but not limited to pollution.

AUTOMATIC COVERAGE

5. Unless otherwise insured on an all risk basis, this Policy also covers property up to a limit of $ * including Time Element if endorsed, at any location in the United States, Puerto Rico or Canada rented or purchased by the Insured after the inception date of this Policy for a period of 90 days from date of acquisition of such location.

ERRORS AND OMISSIONS

6. In the event of loss or damage to property of the Insured located in the United States, Puerto Rico and Canada, and such loss is not payable under this Policy solely because of:

(a) any error or unintentional omission in the description or location of property insured under this Policy, which error or omission existed at the inception date of this Policy; or

(b) any error or unintentional omission in the description or location of property insured under this Policy, in any subsequent amendments to this Policy; or

(c) failure through error or unintentional omission to include (1) any location owned or occupied by the Insured at the inception date of this Policy, or (2) any location newly acquired or occupied during the term of this Policy; or

(d) any error or unintentional omission which results in cancellation of property insured under this Policy,

such loss or damage shall be insured by this Policy only to the extent this Policy would have provided coverage had the error or unintentional omission not been made, up to a limit of $ *.

If this Policy is endorsed to include Time Element coverage, the foregoing limit shall be the maximum amount collectible under this Policy for loss or damage insured against by this Policy at any one location.

It is a condition of this coverage that such error or unintentional omission shall be reported and corrected when discovered.

* See Special Conditions, Clause C

EXPEDITING EXPENSE

7. This Policy covers up to a limit of $ * the reasonable and necessary extra costs of temporary repair of damage to property and the extra costs of expediting the permanent repair or replacement of such damaged property resulting from physical damage insured against by this Policy.

In no event shall these Expediting Expenses include expenses recoverable elsewhere in this Policy or the cost of permanent repair or replacement of the damaged property.

PROTECTION AND PRESERVATION OF PROPERTY

8. In case of actual or imminent physical loss or damage of the type insured against by this Policy, the expenses incurred by the Insured in taking reasonable and necessary actions for the temporary protection and preservation of property insured hereunder shall be added to the total physical loss or damage otherwise recoverable under the Policy and be subject to the applicable Deductible and without increase in the Limit provisions contained in this Policy.

## E. GENERAL CONDITIONS

TITLES OF PARAGRAPHS

1. The titles of the various paragraphs of this form (and of endorsements attached to the Policy) are solely for reference and shall not in any way affect the provisions to which they relate.

DEDUCTIBLE

2. In each case of loss or damage covered by this Policy, this Company shall not be liable unless the Insured sustains a loss in a single occurrence in excess of any applicable deductible provided elsewhere in this Policy and then only for its share of such excess.

When this Policy covers more than one location, the deductible shall apply against the total loss or damage covered by this Policy in any one occurrence.

If two or more deductible amounts provided in this Policy apply to a single occurrence, the total to be deducted shall not exceed the largest deductible applicable unless otherwise provided in this Policy.

If this Policy insures against both Property Damage and Time Element losses, the deductibles as shown in this Policy shall apply separately to each such coverage, even if both are involved in a single occurrence, unless otherwise provided in this Policy.

VALUATION

3. Unless otherwise endorsed hereon, adjustment of loss under this Policy shall be:

(a) on stock in process, the value of raw materials and labor expended plus the proper proportion of overhead charges;

(b) on finished goods manufactured by the Insured, the regular cash selling price at the location where the loss occurs, less all discounts and charges to which the merchandise would have been subject had no loss occurred;

(c) on raw materials, supplies and other merchandise not manufactured by the Insured, the replacement cost;

(d) on exposed film, records, manuscripts and drawings, the value blank plus the cost of copying information from backup or from originals of a previous generation, but this Policy does not insure any other cost, including research, engineering or other cost, of restoring or recreating information lost;

* See Special Conditions, Clause C 48

VALUATION (Continued)

(e) on data, programs or any other software stored on electronic, electro mechanical, electro magnetic data processing or production equipment, the cost of transferring such from backup or from originals of a previous generation, but this Policy does not insure any other cost, including research, engineering or other cost of restoring or recreating information lost;

(f) on jigs and fixtures, dies, small tools, patterns, contractors' equipment, employees' personal property and personal property of third parties, the actual cash value with proper deduction for depreciation, but not to exceed the cost to repair or replace the property with material of like kind and quality;

(g) on leasehold improvements and betterments, the replacement cost less physical depreciation if actually replaced at the Insured's expense within two years from the date of loss; if not so replaced, the unamortized value;

(h) on all other property, the actual cash value with proper deduction for depreciation, but not to exceed the cost to repair or replace the property with material of like kind and quality;

all to be computed at the time and place of loss.

CONSEQUENTIAL DAMAGE

4. In the event of physical damage insured by this Policy to any property situate on the described premises and if such damage, without the intervention of any other independent cause, results in a sequence of events which causes physical damage to other property insured by this Policy, then this Policy will cover such resulting loss or damage. Nothing in this Clause shall be deemed to extend this insurance to property which is otherwise specifically excluded from coverages by the terms of this Policy.

The liability of this Company includes only the physical damage incurred during such period as would be required with the exercise of due diligence under normal conditions to repair or replace the damaged property, and does not include any liability resulting from inability of the Insured to make repairs or replacements because of strikes or labor disputes.

REQUIREMENTS IN CASE OF LOSS

5. The Insured shall give immediate written notice to this Company of any loss, protect the property from further damage, forthwith separate the damaged and undamaged personal property, put it in the best possible order, furnish a complete inventory of the destroyed, damaged and undamaged property, showing in detail quantities, costs, actual cash value and amount of loss claimed; and within ninety (90) days after the loss, unless such time is extended in writing by this Company, the Insured shall render to this Company a proof of loss, signed and sworn to by the Insured, stating the knowledge and belief of the Insured as to the following: the time and origin of the loss, the interest of the Insured and of all others in the property, the actual cash value of each item thereof and the amount of loss thereto, all encumbrances thereon, all other contracts of insurance, whether valid or not, covering any of said property, any changes in the title, use, occupation, location, possession or exposures of said property since the issuing of this Policy, by whom and for what purpose any building herein described and the several parts thereof were occupied at the time of loss whether or not it then stood on leased ground, and shall furnish a copy of all the descriptions and schedules in all Policies and, if required, verified plans and specifications of any building, fixtures or machinery destroyed or damaged.

REQUIREMENTS IN CASE OF LOSS (Continued)

The Insured, as often as may be reasonably required shall exhibit to any person designated by this Company all that remains of any property herein described, and submit to examinations under oath by any person named by this Company, and subscribe the same; and, as often as may be reasonably required, shall produce for examination at the request of the Company all books of account, business records, bills, invoices and other vouchers, or certified copies thereof if originals be lost, at such reasonable time and place as may be designated by this Company or its representative, and shall permit extracts and copies thereof to be made.

APPRAISAL

6. If the Insured and the Company fail to agree as to the amount of loss, each shall, on the written demand of either, made within sixty (60) days after receipt of proof of loss by the Company, select a competent and disinterested appraiser, and the appraisal shall be made at a reasonable time and place. The appraisers shall first select a competent and disinterested umpire, and failing for fifteen (15) days to agree upon such umpire, then, on the request of the Insured or the Company, such umpire shall be selected by a judge of a court of record in the state in which such appraisal is pending. The appraisers shall then appraise the loss, stating separately the actual cash value at the time of loss and the amount of loss, and failing to agree shall submit their differences to the umpire. An award in writing of any two shall determine the amount of loss. The Insured and the Company shall each pay his or its chosen appraiser and shall bear equally the other expenses of the appraisal and umpire. The Company shall not be held to have waived any of its rights by any act relating to appraisal.

COMPANY OPTION

7. It shall be optional with the Company to take all, or any part of the property at the agreed or appraised value, and also to repair, rebuild or replace the property destroyed or damaged with other of like kind and quality, within a reasonable time, on giving notice of its intention so to do within sixty (60) days after receipt of the proof of loss herein required.

BRANDS AND LABELS

8. If branded or labeled merchandise covered by this Policy is damaged and this Company elects to take all or any part of such merchandise at the value established by the terms of this Policy, the Insured may, at their own expense, stamp "salvage" on the merchandise or its containers, or may remove or obliterate the brands or labels, if such stamp, removal or obliteration will not physically damage the merchandise, but the Insured must re-label the merchandise or containers in compliance with the requirements of law.

ABANDONMENT

9. There can be no abandonment to this Company of any property.

SETTLEMENT OF CLAIMS

10. The amount of loss for which this Company may be liable shall be payable sixty (60) days after proof of loss, as herein provided, is received by this Company and ascertainment of the loss is made either by agreement between the Insured and this Company expressed in writing or by the filing with this Company of an award as herein provided.

SUBROGATION

11. This Company may require from the Insured an assignment of all right of recovery against any party for loss to the extent that payment therefor is made by this Company, but this Company shall not acquire any rights of recovery which the Insured has expressly waived prior to loss nor shall such waiver affect the Insured's rights under this Policy.

ARKWRIGHT

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|---|---|
| SUBROGATION (Continued) | Any recovery as a result of subrogation proceedings arising out of a loss occurrence, after expenses incurred in such subrogation proceedings are deducted, shall accrue to the Insured in the proportion that the amount of deductible and/or the amount of any provable uninsured loss bears to the amount of the entire provable loss. |
| NO REDUCTION BY LOSS | 12. Any loss hereunder shall not reduce the amount of this Policy. |
| MISREPRESENTATION AND FRAUD | 13. This entire Policy shall be void if, whether before or after a loss, the Insured has willfully concealed or misrepresented any material fact or circumstance concerning this insurance or the subject thereof, or the interest of the Insured therein, or in case of any fraud, or false swearing by the Insured relating thereto. |
| POLICY MODIFICATIONS | 14. Notice to any agent or knowledge possessed by any agent or by any other person shall not effect a waiver or change in any part of this Policy or estop the Company from asserting any right under the terms of the Policy, nor shall the terms of this Policy be waived or changed, except by endorsement issued to form a part of this Policy. |
| INCREASE IN HAZARD | 15. This Policy shall be invalidated by an increase in hazard by any means within the control and knowledge of the Insured. |
| DIVISIBLE CONTRACT | 16. If the premises described in this Policy include two or more buildings or the contents of two or more buildings, the breach of any condition of this Policy in respect to any one or more of the buildings insured or containing the property insured, shall not prejudice the right to recover for loss occurring in any building insured or containing the property insured where, at the time of the loss, a breach of condition does not exist. |
| INSPECTION | 17. The Company, at all reasonable times during the Policy period, shall be permitted but not obligated to inspect the property insured by this Policy. Neither the Company's right to make inspections nor the making thereof nor any report thereon shall constitute any undertaking, on behalf of or for the benefit of the named Insured or others, to determine or warrant that such property is safe or healthful. |
| SUSPENSION | 18. Upon the discovery of a dangerous condition, any representative of the Company may immediately suspend the insurance with respect to any machine, vessel or part thereof by giving written notice to the Insured. The insurance so suspended may be reinstated by the Company. The Insured shall be allowed the return of the unearned portion of the premium resulting from the suspension of insurance. |
| COLLECTION FROM OTHERS | 19. No loss or part of a loss shall be paid or made good hereunder to the extent the Insured has collected such loss from others. |
| OTHER INSURANCE | 20. The Company shall not be liable for loss under this Policy if at the time of loss there is any other insurance which would attach if this insurance had not been effected, except that this insurance shall apply only as excess and in no event as contributory insurance, and then only after all other insurance has been exhausted. |

ARKWRIGHT

SUIT AGAINST COMPANY

21. No suit, action or proceeding for the recovery of any claim under this Policy shall be sustainable in any court of law or equity unless the Insured shall have fully complied with all the requirements of this Policy, nor unless the same be commenced within twelve (12) months next after discovery by the Insured of the occurrence which gives rise to the claim, provided, however, that if under the laws of the jurisdiction in which the property is located such limitation is invalid, then any such claims shall be void unless such action, suit or proceedings be commenced within the shortest limit of time permitted by the laws of such jurisdiction.

CANCELLATION

22. This Policy shall be cancelled at any time at the request of the Insured, in which case this Company shall, upon demand and surrender of this Policy, refund the excess of paid premium above the customary short rates for the expired time. This Policy may be cancelled at any time by this Company by giving to the Insured a ninety (90) days written notice of cancellation with or without tender of the excess of paid premium above this Company's normal earned premium for the expired time, which excess, if not tendered, shall be refunded on demand. Notice of cancellation shall state that said excess premium (if not tendered) will be refunded on demand. However, this Policy may be cancelled by the Company if the Insured fails to remit, when due, the payment of Premium for such policy, by giving the Insured not less than ten (10) days written notice of cancellation.

MORTGAGEE INTERESTS AND OBLIGATIONS

23. If loss hereunder is made payable, in whole or in part, to a designated mortgagee not named herein as the Insured, such interest in this Policy may be cancelled by giving to such mortgagee ten days written notice of cancellation.

If the Insured fails to render proof of loss, such mortgagee, upon notice, shall render proof of loss in the form herein specified within sixty (60) days thereafter and shall be subject to the provisions hereof relating to appraisal and time of payment and of bringing suit. If this Company shall claim that no liability existed as to the mortgagor or owner, it shall, to the extent of payment of loss to the mortgagee, be subrogated to all the mortgagee's rights of recovery, but without impairing mortgagee's right to sue, or it may pay off the mortgage debt and require an assignment thereof and of the mortgage. Other provisions relating to the interests and obligations of such mortgagee may be added hereto by agreement in writing.

ARKWRIGHT MUTUAL INSURANCE COMPANY

ARKWRIGHT

PN 220510
Policy Endorsement No. 1

## REPAIR OR REPLACE ENDORSEMENT

In consideration of additional premium, paragraphs (f), (g) and (h) of General Condition No. 3, VALUATION, of part E. GENERAL CONDITIONS of the Policy to which this Endorsement is attached are amended to indemnify the Insured for the cost of rebuilding, repairing or replacing the damaged or destroyed property subject to the following conditions:

1. If property damaged or destroyed is useless to the Insured or is not repaired, rebuilt or replaced on the same or another site within two years from the date of loss or damage, this Company shall not be liable for more than the actual cash value (with proper deduction for depreciation) of the property destroyed.

2. The total liability of this Company under this Policy for loss to property included under this Endorsement shall not exceed the smallest of the following:

   a. the cost to repair, or

   b. the cost to rebuild or replace, on the same site, with new materials of equivalent size, kind and quality, or

   c. the actual expenditure incurred in rebuilding, repairing or replacing the damaged or destroyed property on the same or another site, but not to exceed the size and operating capacity that existed at the time of loss,

   all as of the time when, with due diligence and dispatch, rebuilding, repairing or replacement of the damaged or destroyed property could be effected.

3. If at the time of loss covered under this Policy claim is made for the cost of replacement of the property damaged or destroyed, then this Company shall be liable under this Endorsement for no greater proportion of such loss than the amount of $ * bears to 100% of the cost at the time of loss and at the same site of replacement in a new condition with materials of equivalent size, kind and quality, of all the property included under the terms of this Endorsement. The value of the foundations and other property located below the lowest basement floor or, where there is no basement, below the surface of the ground shall be disregarded in applying this co-insurance provision. In the event that the aggregate claim for any loss covered under the conditions of this Endorsement is less than $100,000, no special inventory or appraisement of the undamaged property shall be required.

For property located in the Commonwealth of Massachusetts or the State of North Carolina, paragraph 2.c. of this Endorsement is amended to read as follows:

2.c. the actual expenditure incurred in rebuilding, repairing or replacing the damaged or destroyed property on the premises described in this Policy or some other location within the Commonwealth of Massachusetts or the State of North Carolina, as the case may be, mutually agreed upon between the Insurer and the Insured, but not to exceed the size and operating capacity that existed at the time of loss.

* See Policy Summary

ARKWRIGHT MUTUAL INSURANCE COMPANY

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PN 220510
Policy Endorsement No. 2

## AGREED AMOUNT ENDORSEMENT
(Repair or Replace)

Until * the amount stipulated under Paragraph 3 of the Repair or Replace Endorsement represents at least 100% of the value of the property included under the Endorsement.

*See Policy Summary

ARKWRIGHT MUTUAL INSURANCE COMPANY

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PN 220510
Policy Endorsement No. 3

## SERVICE INTERRUPTION
(Property Damage)

In consideration of additional premium, the Policy is extended to cover physical damage to the following specified property: **All Insured Locations**

caused by interruption of the following Service(s): **Electricity, Gas, Steam and Water**

by reason of any accidental physical damage to the facilities of the following Supplier(s): **Electricity, Gas, Steam and Water**

which immediately prevents in whole or in part the delivery of usable Service(s) specified above to the following premises: **All Insured Locations**

subject to all other conditions of this Endorsement.

[X] If this block is checked, the portion of the preceding sentence reading "by reason of any accidental physical damage to the facilities of the following Supplier(s)" is amended to read, "by reason of any accidental occurrence to the facilities of the following Supplier(s)".

Limit per Interruption $ *

Waiting Period **12 hours**

Deductible Amount $ **

When the Period of Interruption is in excess of the specified Waiting Period, and the amount of physical damage exceeds the specified Deductible Amount, this Company agrees:

(a) To pay the Insured for physical damage to the Specified Property of the Insured caused by the lack of the incoming service(s) specified above; and

(b) To pay, to the extent of any indemnity remaining after payment required under the foregoing Clause (a), all sums which the Insured shall become legally obligated to pay as damage because of damage to or destruction of Specified Property of Others in the custody of the Insured during the period that this Endorsement is in effect if such damage or destruction is caused by the lack of the incoming service(s) specified above.

## ADDITIONAL GENERAL CONDITIONS

1. **Definitions**

"Period of Interruption" shall mean those hours, or fractions thereof, between the time when an interruption occurs and when with due diligence and dispatch, the service so interrupted could be wholly restored to the Premises.

2. **Notice to Supplier(s) of Service**

The Insured shall notify the Supplier(s) of Service immediately at the time of interruption of such Service.

3. **Limitations of Liability**

(a) The Company's total liability for loss from any one interruption shall not exceed the amount stated as Limit per Interruption in this Endorsement. The term "one interruption" shall mean all resultant or concomitant interruptions.

(b) When this Endorsement covers one or more locations the Company's total liability for interruptions suffered by the Insured in any one occurrence shall not exceed the amount stated as Limit per Interruption in this Endorsement.

(c) The Company shall not be liable for any payment under this Policy if the interruption of Service is caused directly or indirectly by the failure of the Insured to comply with the terms or conditions of the contract which the Insured has for the supply of Service.

*See Special Conditions, Clause C
**See Special Conditions, Clause D

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**4. Other Policy Provisions**

It is agreed that as respects coverage provided by this Endorsement the Exclusions in Part C. EXCLUSIONS of this Policy are deleted and replaced by the following:

"This Policy does not insure against loss or damage caused by or resulting from any of the following regardless of any other cause or event contributing concurrently or in any other sequence to the loss:

(a) Interruption of business, delay or loss of market or any other consequential or indirect loss unless otherwise provided herein.

(b) Nuclear reaction or nuclear radiation or radioactive contamination, all whether direct or indirect, proximate or remote; however,

(1) if fire not otherwise excluded results, the Company shall be liable for direct loss by such resulting fire but not including any loss due to nuclear reaction, nuclear radiation or radioactive contamination, and,

(2) this Policy does insure against loss or damage caused by sudden and accidental radioactive contamination, including resultant radiation damage, from material used or stored or from processes conducted on the described premises, provided that at the time of such loss there is neither a nuclear reactor capable of sustaining fission in a self-supporting chain reaction nor any new or used nuclear fuel on the described premises.

(c) (1) hostile or warlike action in time of peace or war, including action in hindering, combating or defending against an actual impending or expected attack (i) by any government or sovereign power (de jure or de facto), or by any authority maintaining or using military, naval or air forces; or (ii) by military, naval or air forces; or (iii) by an agent of any such government, power, authority or forces;

(2) any weapon of war employing atomic fission or radioactive force whether in time of peace or war;

(3) insurrection, rebellion, revolution, civil war, usurped power, or action taken by governmental authority in hindering, combating or defending against such an occurrence; seizure or destruction under quarantine or custom regulations; confiscation by order of any government or public authority, or risks of contraband or illegal transportation or trade."

ARKWRIGHT MUTUAL INSURANCE COMPANY

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PN 220510
Policy Endorsement No. 4

## TRANSPORTATION ENDORSEMENT

In consideration of additional premium, the Policy is extended to cover Personal Property as described herein, except as otherwise excluded by this Policy, while such property is in transit.

### PROPERTY INSURED

1. Personal Property owned by the Insured.
2. Personal Property shipped to customers on F.O.B., C. & F. or similar terms. The Insured's contingent interest in such shipments is admitted.
3. The interest of the Insured in, and legal liability for Personal Property of others in the actual or constructive custody of the Insured.
4. Personal Property of others sold by the Insured which the Insured has agreed prior to loss to insure during course of delivery.

### ADDITIONAL PROPERTY EXCLUDED

1. Samples in the custody of salespersons or selling agents.
2. Property insured under import or export ocean marine policies.
3. Waterborne shipments via Panama Canal and waterborne or airborne shipments to and from Alaska, Puerto Rico and Hawaii.
4. Shipments made by air unless via regularly scheduled airlines.
5. Property shipped by mail.
6. Property of others, including the Insured's legal liability therefor, hauled on vehicles owned, leased, or operated by the Insured when acting as a common or contract carrier as defined by the Interstate Commerce Commission Regulations or state regulatory agencies.

### LIMIT OF LIABILITY

The liability of this Company in any one loss, disaster or casualty, either in case of partial or total loss, or salvage charges, or any other charges or expenses, or all combined, shall not exceed the applicable limit of liability, as follows:

(A) $ * on Personal Property in or on any one conveyance or individual unit thereof, except;

(B) $ * aggregate liability in any one loss, disaster or casualty.

### DEDUCTIBLE CLAUSE

Each claim for loss or damage or expense under this Endorsement shall be adjusted separately and this Company shall not be liable unless the Insured sustains a loss in excess of ** and then only for its share of such excess.

* See Special Conditions, Clause C
** See Special Conditions, Clause D

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## ATTACHMENT AND DURATION OF COVERAGE

Except as hereinafter provided, this insurance attaches from the time the property leaves the original point of shipment for the commencement of transit and covers thereafter continuously in the due course of transit within the Continental United States of America and Canada, and Alaska, within Hawaii or within Puerto Rico, until delivered at destination.

Coverage on export shipments not insured under ocean marine policies does not extend beyond the time when the property is loaded on board overseas vessel or aircraft. Coverage on import shipments not insured under ocean cargo policies does not attach until after discharge from overseas vessel or aircraft.

## ADDITIONAL COVERAGE

Coverage provided by this Endorsement shall include general average and salvage charges on shipments covered while waterborne.

## ADDITIONAL EXCLUSION

This Endorsement does not insure against loss or damage caused by or resulting from delay, loss of market or business interruption.

## GENERAL CONDITIONS

**ELIMINATION OF EXCLUSIONS**

The following exclusions Nos. 6 and 7 in Group A of Part C. EXCLUSIONS of this Policy do not apply to coverage under this Endorsement:

6. Flood waters, waves, tide or tidal water, the release of water, the rising, overflowing, or breaking of boundaries of natural or man-made bodies of water, or spray from any of the foregoing, unless damage by fire or explosion results, and then the Company shall be liable for only such resulting damage;

7. Any natural or man-made earth movement including, but not limited to earthquake, landslide, or subsidence unless damage by fire, explosion or sprinkler leakage results, and then the Company shall be liable for only such resulting damage.

**NO BENEFIT TO BAILEE**

This insurance shall in no way inure directly or indirectly to the benefit of any carrier or bailee.

**VALUATION**

In case of loss, the basis of adjustment, unless otherwise endorsed hereon, shall be as follows:

(A) Property shipped to or for the account of the Insured shall be valued at actual invoice to the Insured together with such costs and charges (including the commission of the Insured as selling agent) as may have accrued and become legally due thereon;

(B) Property which has been sold by the Insured and has been shipped to or for account of the purchaser (if covered hereunder) is valued at the amount of the Insured's selling invoice, including prepaid or advanced freight;

(C) Property not under invoice shall be valued at the actual cash market value at the point of destination on the date of disaster, less any charges saved which would have become due and payable under delivery at destination.

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BILLS OF LADING

Permission is hereby granted to the Insured without prejudice to this insurance to accept the ordinary Bills-of-Lading used by carriers, including released and/or under-valued Bills-of-Lading and/or Shipping or Messenger Receipts; and the Insured may waive subrogation against railroads under side track agreements; and, except as otherwise provided, the Insured shall not enter into any special agreement with carriers releasing them from their common law or statutory liability.

FRAUD OR DECEIT

This Endorsement also covers loss of or damage:

(A) Occasioned by the acceptance by the Insured, Insured's agent, customer or consignee(s) or others of fraudulent Bills-of-Lading, Shipping or Messenger Receipts;

(B) Obtained by fraud or deceit, perpetrated by any person(s) who may represent themselves to be the proper party or parties to receive the property for shipment or to accept it for delivery.

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PN 220510
Policy Endorsement No. 5

## FINE ARTS ENDORSEMENT

In consideration of additional premium, the Policy is extended to cover Fine Arts as described herein, except as otherwise excluded by this Policy.

### PROPERTY INSURED

1. Fine Arts as described on the Schedule of Fine Arts on file with this Company only while within the Continental United States of America (including Alaska) and Canada, within Hawaii and within Puerto Rico.

### EXCLUSIONS

The exclusions in Part C. EXCLUSIONS of this Policy do not apply to coverage under this Endorsement and the following are substituted therefor:

Group A This Endorsement does not insure against loss or damage by or resulting from any of the following regardless of any other cause or event contributing concurrently or in any other sequence to the loss:

(a) nuclear reaction or nuclear radiation or radioactive contamination, all whether direct or indirect, proximate or remote; however,

(i) if fire not otherwise excluded results, the Company shall be liable for direct loss by such resulting fire but not including any loss due to nuclear reaction, nuclear radiation or radioactive contamination, and,

(ii) this Endorsement does insure against loss or damage caused by sudden and accidental radioactive contamination, including resultant radiation damage, from material used or stored or from processes conducted on the described premises, provided that at the time of such loss there is neither a nuclear reactor capable of sustaining nuclear fission in a self-supporting chain reaction nor any new or used nuclear fuel on the described premises.

(b) (i) hostile or warlike action in time of peace or war, including action in hindering, combating or defending against an actual impending or expected attack (1) by any government or sovereign power (de jure or de facto), or by any authority maintaining or using military, naval or air forces; or (2) by military, naval or air forces; or (3) by an agent of any such government, power, authority or forces;

(ii) any weapon of war employing atomic fission or radioactive force whether in time of peace or war;

(iii) insurrection, rebellion, revolution, civil war, usurped power, or action taken by governmental authority in hindering, combating or defending against such an occurrence; seizure or destruction under quarantine or custom regulations; confiscation by order of any government or public authority, or risks of contraband or illegal transportation or trade;

(c) any fraudulent or dishonest act or acts committed alone or in collusion with others by any proprietor, partner, director, trustee, officer or employee of the Insured, whether or not such acts are committed during regular business hours.

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Group B

This Endorsement does not insure against:

(a) indirect or remote loss or damage;

(b) deterioration, wear and tear or inherent vice;

(c) loss or damage from any repairing, restoration or retouching process;

(d) loss to property on exhibition at fair grounds or premises of national or international expositions unless the premises are specifically described in this Policy.

## ADDITIONAL GENERAL CONDITION

VALUATION

In the event of loss or damage covered under this Endorsement, the liability of the Company shall not exceed the lesser of the following:

a. the cost to replace, repair or restore the article to the condition that existed immediately prior to the insured event; or

b. the value designated for the article on the Schedule of Fine Arts.

In the event a scheduled article is part of a pair or set, and a damaged article cannot be replaced, repaired or restored to the condition that existed immediately prior to the insured event, the Company shall be liable for the full amount of the value of such pair or set as designated on the Schedule of Fine Arts and the Insured agrees to surrender the remaining article(s) of the pair or set to the Company.

ARKWRIGHT MUTUAL INSURANCE COMPANY

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PN 220510
Policy Endorsement No. 6

## SERVICE INTERRUPTION
(Time Element)

In consideration of additional premium, the Time Element coverage of the Policy is extended to cover loss as defined in the Time Element Endorsement caused by interruption of the following Service(s): **Electricity, Gas, Steam and Water**

by reason of any accidental physical damage to the facilities of the following Supplier(s): **Electricity, Gas, Steam and Water**

which immediately prevents in whole or in part the delivery of useable Service(s) specified above to the following premises: **All Insured Locations**

subject to all other conditions of this Endorsement.

[X] If this block is checked, the portion of the preceding sentence reading "by reason of any accidental physical damage to the facilities of the following Supplier(s)" is amended to read, "by reason of any accidental occurrence to the facilities of the following Supplier(s)".

Limit per Interruption $ *

Maximum Daily Limit $ N/A

Waiting Period 12 hours

Deductible Amount $ **

☐ **Restoration of Normal Operations applies, if this block is checked.**

When the Period of Interruption is in excess of the specified Waiting Period, and the amount of loss exceeds the specified Deductible Amount, this Company agrees to pay the Insured the loss as defined in the Time Element Endorsement for the Period of Interruption in excess of the Waiting Period during which the Insured is wholly or partially prevented from producing goods or from continuing business operations or services as a result of the lack of the incoming Service(s) specified above.

### ADDITIONAL GENERAL CONDITIONS

1. **Definitions**

   (a) "Period of Interruption" shall mean those hours, or fractions thereof, between the time when an interruption occurs and when with due diligence and dispatch, the service so interrupted has been wholly restored to the premises, and shall be limited to only those hours during which the Insured would have or could have used the Service(s), if it had been available.

   (b) However, if the Restoration of Normal Operations Option in this Endorsement applies then, "Period of Interruption" shall mean those hours, or fractions thereof, between the time when an interruption occurs and when, with due diligence and dispatch, the service so interrupted has been wholly restored to the premises and the premises made ready for normal operations, and shall be limited to only those hours during which the Insured would have or could have used the Service(s) if it had been available. "Premises made ready for normal operations" means when normal operations could or would have been resumed following the restoration of the service interrupted. The Period of Interruption does not extend to include the interruption of operations caused by any reason other than the interruption of the Service(s) specified.

2. **Notice to Supplier(s) of Service**

   The Insured shall notify the Supplier(s) of Service immediately at the time of interruption of such Service.

*See Special Conditions, Clause C
**See Special Conditions, Clause D

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3. **Limitations of Liability**

(a) The Company's total liability for loss from any one interruption shall not exceed the amount stated as Limit per Interruption in this Endorsement. The term "one interruption" shall mean all resultant or concomitant interruptions.

(b) When this Endorsement covers one or more locations the Company's total liability for interruptions suffered by the Insured in any one occurrence shall not exceed the amount stated as Limit per Interruption in this Endorsement.

(c) If an amount is shown for Maximum Daily Limit in this Endorsement, the liability of the Company under this Endorsement for payment for any one period of twenty-four consecutive hours following interruption(s) shall not exceed the amount specified in the Maximum Daily Limit.

(d) The Company shall not be liable for any payment under this Endorsement if the interruption of Service is caused directly or indirectly by the failure of the Insured to comply with the terms or conditions of the contract which the Insured has for the supply of Service.

4. **Other Policy Provisions**

It is agreed that as respects coverage provided by this Endorsement the Exclusions in Part C. EXCLUSIONS of this Policy are deleted and replaced by the following:

"This Policy does not insure against loss caused by or resulting from:

(a) Nuclear reaction or nuclear radiation or radioactive contamination, all whether direct or indirect, proximate or remote; however,

(1) if fire not otherwise excluded results, the Company shall be liable for direct loss by such resulting fire but not including any loss due to nuclear reaction, nuclear radiation or radioactive contamination, and,

(2) this Policy does insure against loss or damage caused by sudden and accidental radioactive contamination, including resultant radiation damage, from material used or stored or from processes conducted on the described premises, provided that at the time of such loss there is neither a nuclear reactor capable of sustaining fission in a self-supporting chain reaction nor any new or used nuclear fuel on the described premises.

(b) (1) hostile or warlike action in time of peace or war, including action in hindering, combating or defending against an actual impending or expected attack (i) by any government or sovereign power (de jure or de facto), or by any authority maintaining or using military, naval or air forces; or (ii) by military, naval or air forces; or (iii) by an agent of any such government, power, authority or forces;

(2) any weapon of war employing atomic fission or radioactive force whether in time of peace or war;

(3) insurrection, rebellion, revolution, civil war, usurped power, or action taken by governmental authority in hindering, combating or defending against such an occurrence; seizure or destruction under quarantine or custom regulations; confiscation by order of any government or public authority, or risks of contraband or illegal transportation or trade."

ARKWRIGHT MUTUAL INSURANCE COMPANY

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PN 220510
Policy Endorsement No. 7

## RENTAL INSURANCE ENDORSEMENT

In consideration of additional premium, this Policy is extended to cover the Actual Loss Sustained by the Insured during the Period of Restoration directly resulting from physical damage of the type insured against by this Policy, to property not otherwise excluded by this Policy, utilized by the Insured and located as described elsewhere in this Policy.

### ACTUAL LOSS SUSTAINED

In the event the property is necessarily rendered wholly or partially untenantable this Company shall be liable, subject to all other conditions of this Policy not inconsistent herewith, for the Actual Loss Sustained of the following during the Period of Restoration:

(1) the fair rental value of any portion of the property occupied by the Insured;

(2) income reasonably expected from rentals of unoccupied or unrented portions of such property;

(3) the rental income from the rented portions of such property according to bona fide leases, contracts or agreements in force at the time of loss;

not including non-continuing charges and expenses.

The Insured agrees to use any suitable property or service owned or controlled by the Insured or obtainable from other sources in reducing loss under this Policy.

In determining the indemnity payable under this Endorsement, due consideration shall be given to rental conditions before the loss and what reasonably could have been expected had no loss occurred.

### EXPENSES

Expenses necessarily incurred in reducing loss under this Endorsement are covered hereunder for an amount not exceeding that by which the loss is reduced.

### PERIOD OF RESTORATION

In determining the indemnity payable under this Endorsement, the Period of Restoration shall be as follows:

1. The period from the time of physical damage of the type insured against by this Policy to the time when with due diligence and dispatch the property could be restored with materials of like kind and quality to the same tenantable conditions as existed at the time of the loss, not to be limited by the day of expiration named in this Policy. This period of time does not include any additional time required for making change(s) to the buildings, structures, or equipment for any reason except as provided in the Demolition and Increased Cost of Construction provision of Form 3000, nor any additional time required for restaffing or retraining employees, nor any additional time due to the Insured's inability to resume operations regardless of the reason.

2. The period of time, not exceeding two weeks, commencing at the time of the damage while access to the said premises is prohibited, as a result of an order of civil authority but only when such order is given as a direct result of damage or destruction of the type insured against by this Policy in the said premises or within 1,000 feet thereof.

In the event of damage to property under construction, the indemnity payable under this Endorsement shall be in accordance with the following:

(1) The Period of Restoration shall be a period of time equivalent to the time in which, with due diligence and dispatch, the property could be restored with materials of like kind and quality to the same physical conditions as existed prior to the damage. This period of time does not include any additional time required for making change(s) to the buildings, structures, or equipment for any reason except as provided in the Demolition and Increased Cost of Construction provision of Form 3000, nor any additional time required for restaffing or retraining employees, nor any additional time due to the Insured's inability to resume operations regardless of the reason. This equivalent period of time shall be applied to the rental income value that would have been reasonably achieved after construction would have been completed and the premises made ready for occupancy had no physical damage occurred. Neither period of time mentioned above is limited by the day of expiration named in this Policy. Due consideration shall be given to the rental income value developed after completion of the construction.

## ADDITIONAL COVERAGE

This Policy also covers loss as defined in this Endorsement resulting from Physical Damage of the type insured against to utility owned electrical transmission lines and other electrical equipment and to fuel, water, steam, and refrigeration transmission lines, all situate outside the described premises but within 1,000 feet thereof, except that liability is not otherwise assumed for loss as herein defined resulting from lack of such incoming services caused by an occurrence off the premises described in this Policy unless specifically endorsed herein.

## ADDITIONAL EXCLUSIONS

This Endorsement does not cover:

UNTENANTABLE PERIOD — 1. loss of rental income with respect to any period during which the insured property would not have been tenantable for any reason other than physical damage of the type insured against by this Policy to the premises;

REMOTE LOSS — 2. any increase in loss due to strike(s) or due to the suspension, cancellation or lapse of any lease, contract, license or order nor for any loss due to fines or damages for breach of contract or for penalties of whatever nature; nor shall the Company be liable for any other consequential or remote loss;

## ADDITIONAL GENERAL CONDITIONS

CONSEQUENTIAL LOSS — In the event of physical damage of the type insured against by this Policy, to any property on the described premises and such damage without the intervention of any other independent cause results in a sequence of events which causes physical damage to other property situate on the described premises, then this Endorsement will cover the Actual Loss Sustained during such period as would be required with the exercise of due diligence and dispatch under normal conditions to repair or replace the damaged property Nothing in this clause shall be deemed to extend this insurance to loss which is otherwise specifically excluded from coverage by the terms of this Policy.

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## REPORTING

As of the inception date of this Endorsement and annually as of **July 1st** thereafter, the Insured shall file with this Company a statement of the estimated Rental Income Values for the twelve-month period following the date of the report and a statement of the actual Rental Income Values for the preceding twelve-month period. These statements shall be filed not later than **30** days from the above date(s).

In the event that the estimated Rental Income exceeds the amount of insurance in force, this Company shall be authorized to effect the additional insurance.

ARKWRIGHT MUTUAL INSURANCE COMPANY

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PN 220510
Policy Endorsement No. 8

## EXTRA EXPENSE ENDORSEMENT

In consideration of additional Premium, this Policy is extended to cover the Extra Expense incurred by the Insured during a Period of Restoration directly resulting from physical damage of the type insured against by this Policy, to property not otherwise excluded by this Policy, utilized by the Insured and located as described elsewhere in this Policy.

## DEFINITIONS

The following terms wherever used in the Endorsement shall be defined as follows:

EXTRA EXPENSE

A. The reasonable and necessary extra expenses incurred to temporarily continue as nearly normal as practicable the conduct of the Insured's business;

B. The reasonable and necessary extra costs of temporarily using property or facilities of the Insured or others.

At the end of the Period of Restoration specified elsewhere in this Endorsement, any value remaining in property obtained in connection with A. or B. above shall be taken into consideration in the determination of the actual loss sustained.

In no event shall these expenses include:

a. loss of income;

b. costs which normally would have been incurred in conducting the business during the same period had no damage insured against occurred;

c. expenses recoverable elsewhere in this Policy;

d. cost of permanent repair or replacement of property that has been damaged or destroyed.

NORMAL - The condition that would have existed had no damage of the type insured against occurred.

In determining the indemnity payable under this Endorsement, due consideration shall be given to the experience of the business before the loss and the probable experience thereafter had no loss occurred.

## PERIOD OF RESTORATION

In determining the indemnity payable under this Endorsement the Period of Restoration shall be as follows:

(1) The period of time commencing with the time of the physical damage of the type insured against to the time when with due diligence and dispatch the property could be repaired or replaced and made ready for normal operations, not to be limited by the date of expiration of this Policy. This period of time does not include any additional time required for making change(s) to the buildings, structures, or equipment for any reason except as provided in the Demolition and Increased Cost of Construction provision of Form 3000, nor any additional time required for restaffing or retraining employees, nor any additional time due to the Insured's inability to resume operations regardless of the reason.

(2) The period of time, not exceeding two weeks, commencing at the time of the damage while access to the said premises is prohibited, as a result of any order of civil authority but only when such order is given as a result of damage or destruction of the type insured against by this Policy in the said premises or within 1,000 feet thereof.

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## ADDITIONAL COVERAGE

This Policy also covers loss as defined in this Endorsement resulting from Physical Damage of the type insured against to utility owned electrical transmission lines and other electrical equipment and to fuel, water steam, and refrigeration transmission lines, all situate outside the described premises but within 1,000 feet thereof, except that liability is not otherwise assumed for loss as herein defined resulting from lack of such incoming services caused by an occurrence off the premises described in this Policy unless specifically endorsed herein.

## ADDITIONAL EXCLUSIONS

This Endorsement does not cover:

IDLE PERIODS (1) Any period during which goods would not have been produced or business operations or services maintained for any reason other than physical damage to which this Endorsement applies.

FINISHED PRODUCT (2) Extra expense incurred as a result of damage to finished products manufactured by the Insured nor the time required for their reproduction.

REMOTE LOSS (3) Any extra expense incurred due to the suspension, cancellation or lapse of any lease, contract, license or order nor any loss due to fines or damage for breach of contract or for late or non-completion of orders or penalties of whatever nature, nor shall the Company be liable for extra expense incurred due to any other consequential or remote loss.

TRANSIT (4) Any extra expense resulting from loss or damage to property in transit.

## ADDITIONAL GENERAL CONDITIONS

CONSEQUENTIAL LOSS In the event of physical damage of the type insured against by this Policy, to any property on the described premises, and such damage without the intervention of any other independent cause results in a sequence of events which causes physical damage to other property situate on the described premises, then this Endorsement will cover the Extra Expense incurred during such period as would be required with the exercise of due diligence and dispatch under normal conditions to repair or replace the damaged property. Nothing in this clause shall be deemed to extend this insurance to loss which is otherwise specifically excluded from coverage by terms of this Policy.

USE OF OTHER PROPERTY The Insured agrees to use any suitable property or service owned or controlled by the Insured or obtainable from other sources in reducing the extra expense incurred under this Endorsement.

ARKWRIGHT MUTUAL INSURANCE COMPANY

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PN 220510
Policy Endorsement No. 9

## EARTH MOVEMENT ENDORSEMENT

In consideration of additional premium, the Policy is extended by deleting the following exclusion No. 7 in GROUP A of Part C. EXCLUSIONS:

7. Any natural or man-made earth movement including, but not limited to earthquake, landslide, or subsidence unless damage by fire, explosion or sprinkler leakage results, and then the Company shall be liable for only such resulting damage.

### LIMITS OF LIABILITY

This Company shall not be liable under the terms of this Endorsement for more than the limit specified elsewhere in this Policy for each single earth movement nor for more than the limit specified elsewhere in this Policy during any twelve consecutive months.

If this Policy includes Time Element Coverage, or Automatic Coverage, or Floater Coverage the foregoing limits shall be the maximum amount collectible under this Policy.

For the purposes of this Endorsement, the term "single earthquake" includes all shocks occurring within a continuous 72-hour period.

DEDUCTIBLE CLAUSES APPLICABLE TO COVERAGE IN ALASKA, CALIFORNIA, HAWAII AND PUERTO RICO

1. PROPERTY DAMAGE

   In case of claim for loss or damage under this Endorsement the Company shall not be liable as a result of a single earthquake or other covered occurrence in Alaska, California, Hawaii or Puerto Rico unless the Insured sustains a loss in excess of - per cent (-%) of the - value of the property (including foundations) insured under this Endorsement, and then only for its share of such excess. If the insurance provided by this Endorsement covers more than one location, this deductible percentage shall apply separately at each location.

2. TIME ELEMENT COVERAGES

   If this Policy is endorsed to include Time Element coverage, the Company shall not be liable under such Endorsement(s), as a result of a single earthquake or other covered occurrence in Alaska, California, Hawaii or Puerto Rico, for more than the amount by which such Time Element loss shall exceed - per cent (-%) of the full annual Time Element value which would have been earned in the twelve-month period following the occurrence by use of the facilities at the location where the physical damage occurred, and then only for its share of such excess. If the insurance provided by this Endorsement covers more than one location, this deductible percentage shall apply separately to each such location.

### ADDITIONAL EXCLUSIONS

1. This Endorsement does not apply to property in transit.
2. This Endorsement does not insure against loss or damage caused by or resulting from flood waters, waves, tide or tidal water, the release of water, the rising, overflowing, or breaking of boundaries of natural or man-made bodies of water, or spray from any of the foregoing, all regardless of cause.
3. Unless otherwise indicated below, this Endorsement does not apply to any property covered under this Policy by virtue of any Automatic or Floater Coverages attached to this Policy.

ARKWRIGHT

## AUTOMATIC COVERAGE

[X] If this block is checked, the coverage provided by this Endorsement is extended to cover property insured under this Policy by virtue of any Automatic Coverage Endorsement attached hereto, subject to the Limits of Liability set forth in the Automatic Coverage Endorsement.

## FLOATER COVERAGE

[X] If this block is checked, the coverage provided by this Endorsement is extended to cover property insured under this Policy by virtue of any Floater Coverage subject to the Limits of Liability applicable to Floater Coverage.

ARKWRIGHT MUTUAL INSURANCE COMPANY

ARKWRIGHT

PN 220510
Policy Endorsement No. 10

## FLOOD ENDORSEMENT

In consideration of additional premium, the Policy is extended by deleting the following exclusion No. 6 in GROUP A of Part C. EXCLUSIONS:

6. Flood waters, waves, tide or tidal water, the release of water, the rising, overflowing, or breaking of boundaries of natural or man-made bodies of water, or the spray from any of the foregoing, unless damage by fire or explosion results, and then the Company shall be liable for only such resulting damage;

### LIMITS OF LIABILITY

This Company shall not be liable under the terms of this Endorsement for more than $* each single occurrence nor for more than $* during any twelve consecutive months. If this Policy includes Time Element Coverage, or Automatic Coverage, or Floater Coverage, the foregoing limit shall be the maximum amount collectible under this Policy.

### ADDITIONAL EXCLUSIONS

1. This Endorsement does not apply to property in transit.
2. Unless otherwise indicated below, this Endorsement does not apply to any property covered under this Policy by virtue of any Automatic Coverage or Floater Endorsement(s) attached to this Policy.

### AUTOMATIC COVERAGE

[X] If this block is checked, the coverage provided by this Endorsement is extended to cover property insured under this Policy by virtue of any Automatic Coverage Endorsement attached hereto, subject to the Limits of Liability set forth in the Automatic Coverage Endorsement.

### FLOATER COVERAGE

[X] If this block is checked, the coverage provided by this Endorsement is extended to cover property insured under this Policy by virtue of any Floater Coverage, subject to the Limits of Liability applicable to Floater Coverage.

*See Special Conditions, Clause C

ARKWRIGHT MUTUAL INSURANCE COMPANY

ARKWRIGHT

PN 220510
Policy Endorsement No. 11

## SPECIAL OHIO ENDORSEMENT

Pursuant to Rule 3901-1-45 issued by the Ohio Insurance Department, the Policy to which this endorsement is attached is amended with respect to any insured location in the State of Ohio as follows:

1. **General Provisions**

   After coverage has been in effect for more than sixty (60) days or after the effective date of the renewal of a commercial property, casualty or fire insurance policy, a notice of cancellation shall not be issued by the Company unless it is based on at least one of the following reasons:

   (a) Nonpayment of premium; or
   (b) Discovery of fraud or material misrepresentation in the procurement of the insurance or with respect to any claims submitted thereunder; or
   (c) Discovery of willful or reckless acts or omissions on the part of the named Insured which increase any hazard insured against; or
   (d) The occurrence of a change in the individual risk which substantially increases any hazard insured against after insurance coverage has been issued or renewed except to the extent the Company should reasonably have foreseen the change or contemplated the risk in writing the contract; or
   (e) A determination by the director that the continuation of the policy would create a condition that would be hazardous to the policyholders or the public.

2. **Notice**

   No cancellation is effective unless it is pursuant to written notice to the Insured of cancellation. Such notice shall contain:

   (a) The policy number;
   (b) The date of notice;
   (c) The effective date of cancellation which shall not be earlier than thirty (30) days following the date of the notice; and when cancellation is for nonpayment of premium at least ten (10) days notice from the date of mailing such notice of cancellation.

ARKWRIGHT MUTUAL INSURANCE COMPANY

Ohio State University

# Commercial Property Coverage Part Declarations

## Daily Report

Renewal 5/1/87

Policy No. CBP 6 00 05 35 Effective Date 5 / 1 / 88 Page No. of Page(s)

| Prem. No. | Item No. | Description of Premises — Location (Enter "same" if same as mailing address) Construction and Occupancy | Covered Property Symbol* | Coinsurance Percentage | Limit(s) of Insurance | Deductible Exceptions** |
|---|---|---|---|---|---|---|
| 1 | 1 | **Blanket Building and Personal Property per current Statement of Values on file with the Company For coverages, terms, conditions, exclusions, limits, deductibles, etc., refer to Manuscript "All Risk" Policy, pages 1 through 25 attached.** | | | 2,429,329,033. | |
| XXX<br>XXX | | Premises not described above — each premises<br>Aggregate — all premises not described | B<br>B | XXX<br>XXX | 1,000,000 ✓ | |
| XXX<br>XXX<br>XXX<br>XXX | | Property in transit | | XXX<br>XXX<br>XXX<br>XXX | 250,000 ✓ | |

Mortgage holders name and address

* Covered Property Symbols A, B, C, D, E, F, G, (See over for explanation of symbols.)

** Deductible $250. Except as otherwise specifically indicated above or as follows:

Other separate deductibles apply to various optional coverages and causes of loss when such options are applicable.

**Causes Of Loss Form:**

- ☐ Basic Form, SCP 10 10 _____
  - ☐ Broad Form Endorsement SCP 10 20 _____
- ☐ Special Form SCP 10 30 _____
  - ☐ Including Theft Exclusion
  - ☐ Including Flood #
  - ☐ Including Earthquake #
- ☐ Earthquake Form, CP 10 40 _____

Applicable to Prem and Item Nos.

_____
_____
_____
_____
_____
_____
_____

# See Declarations — Continued for Limits of Insurance and Deductibles applicable to Optional Causes of Loss.

**Other Forms Applicable:** To All Premises: SDIS 18 ✓, SDIS 29 ✓, Manuscript All Risk Policy, (Loss Payee Schedule) ✓ Renewal 7/88

To Specific Premises/Coverages:

| Prem. No. | Item No. | Form Nos. |
|---|---|---|
| | | |

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1988/89 Renewal Manuscript

"ALL RISK" POLICY

THE OHIO STATE UNIVERSITY,
THE BOARD OF TRUSTEES OF THE OHIO STATE UNIVERSITY,
THE OHIO STATE UNIVERSITY HOUSING COMMISSION AND
THE OHIO STATE UNIVERSITY RESEARCH FOUNDATION
AND ITS AFFILIATED, SUBSIDIARY AND ASSOCIATED
COMPANIES AND/OR CORPORATIONS AS NOW EXIST OR MAY
HEREAFTER BE CONSTITUTED OR ACQUIRED

HEREINAFTER REFERRED TO AS THE "INSURED"

1. TERM OF INSURANCE

This policy attaches and covers for a period of one year, from May 1, 1988 to May 1, 1989, beginning and ending at 12:01 A.M., standard time, at location of property involved.

2. PARTICIPATION

This policy covers for a 100 percent interest in this insurance and this Company shall not be liable for more than 100 percent of the limits of liability set forth herein.

3. LIMITS OF LIABILITY

a. Policy Limits:

This Company shall not be liable for more than the following limits of liability for any one loss, disaster or casualty:

(1) $2,429,329,033 at locations designated in Schedule A and B on file with this Company;

(2) $1,000,000 at any other location not on file with this Company;

(3) $250,000 with respect to property in transit.



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b. Sublimits:

(1) $25,000,000 for the peril of earthquake (except for property in transit), in any one policy year;

(2) $25,000,000 for the peril of flood (except for property in transit), in any one policy year;

(3) $25,000,000 for all other perils (except for property in transit) except for the perils of fire, lightning, removal, wind and hail, leakage from fire protective equipment, explosion, smoke, aircraft and vehicles, sonic shock wave, riot, civil commotion and vandalism, molten material, and civil or military authority as defined herein;

(4) $1,000,000 Extra Expense, Paragraph 7.b;

(5) $35,000,000 for Electronic Data Processing equipment;

(6) $1,000,000 for Electronic Data Processing data and media;

(7) $10,000,000 for valuable papers and records subject to $250 for any one book, $1000 for any one document, and $5,000 for any one research paper;

(8) $5,000,000 for animals except for research, lawns, plants, shrubs, trees, furs, jewelry, precious stones, applies only when the referenced property is covered for "All Risk" perils subject to a $5,000 deductible;

22 Endt. 3

(9) $5,000,000 Demolition and Increased Cost of Construction & Debris Removal See Paragraph 15;

(10) $10,000,000 For Fine Arts.

The amounts of insurance provided under Paragraphs 3.b.(1), (2), (3), (4), (5), (6), (7), (8), (9) and (10) constitute a part of the amount of insurance provided under Paragraph 3.a.

4. DEDUCTIBLES

a. All losses, damages, or expenses arising out of any one occurrence shall be adjusted as one loss, and from the amount of such adjusted loss shall be deducted the sum of $500,000. except

$5,000 for property in transit; stock for resale; dwellings and their contents; sporting equipment; golf carts; vehicles, including vehicles licensed for highway use when on the Insured's premises; animals; electronic data processing equipment, data and media; valuable papers and records; fine arts; exhibits; models; camera, television and associated equipment; astroturf; stage settings and costumes; and equipment consisting principally of mowers, sod cutters, tractors, gang mowers, tractor-loaders, greens mowers, rollers, power generators, aerators, trucksters, soil shredders, rotary mowers, fork lifts, spreaders, seeders, vacuums, astroturf sweeper, Zamboni Ice Rink machine, chippers, air sweeper, Toro Trap rakes, orchard equipment, golf carts used in maintenance of golf courses and all other similar equipment;

Notwithstanding the above, in the event the Insured's deductible self-retention over and above $10,000 per occurrence, accrues to an aggregate amount of $1,000,000 in any one policy year, then this Company will become liable for the amount of each subsequent loss in excess of $10,000 for the remaining portion of the policy year. This provision does not apply to loss to property subject to a $5,000 deductible or for losses from the perils of flood or earthquake.

b. Whether the claim involves loss at one or more locations, the deductible amount shall apply against the total loss suffered by the Insured from any one occurrence.

c. If two or more deductible amounts in this policy apply to a single occurrence, the total to be deducted shall not exceed the largest deductible applicable.

5. LOSS PAYABLE

Loss, if any, shall be adjusted with and payable to The Ohio State University or their order, whose receipt shall constitute a release in full of all liability under this policy with respects to such loss.

6. TERRITORY

This policy covers within the 50 states comprising the United States of America, the District of Columbia, Puerto Rico, the Virgin Islands, and Canada.

7. COVERAGE

Except as hereinafter excluded, this policy covers:

a. Real and Personal Property

(1) The interest of the Insured in all real and personal property (including improvements and betterments) owned, used, or intended for use by the Insured, or hereafter constructed, erected, installed, or acquired including while in course of construction, erection, installation, and assembly.

In the event of loss or damage, this Company agrees to accept and consider the Insured as sole and unconditional owner of improvements and betterments, notwithstanding any contract or lease to the contrary.

(2) The interest of the Insured in the real and personal property of others in the Insured's care, custody, or control, and the Insured's liability imposed by law or assumed by contract, for such property.

(3) At the option of the Insured, personal property of the Insured's officials and employees while on premises of the Insured.

(4) Contractors' interests in property covered to the extent of the Insured's liability imposed by law or assumed by contract.

b. Extra Expense

(1) Necessary Extra Expense incurred resulting from loss or damage to property by any of the perils covered herein during the term of this policy.

(2) "Extra expense" means the excess of the total cost during the period of restoration of the damaged property chargeable to the operation of the Insured's business over and above the total cost that would normally have been incurred to conduct the business during the same period had no loss or damage occurred.

(3) Coverage does not apply to extra expense loss for any time during which business would not or could not have been conducted had physical damage to described premises as insured against hereunder not occurred.

c. Transit

(1) Property in transit, and this policy attaches and covers shipments within and between the territorial limits of this policy including the coastal water thereof, by any means of conveyance, from the time the property is moved for the purpose of loading and continuously thereafter while awaiting and during loading and unloading and in temporary storage, including temporary storage on any conveyance intended for use for any outbound or used for inbound shipment; including during deviation and delay; until safely delivered into place of final destination.

(2) This insurance is extended to cover loss or damage to property:

(a) sold and shipped by the Insured under terms of F.O.B. point of origin or other terms usually regarded as terminating the shipper's responsibility short of points of delivery;

(b) arising out of any unauthorized person(s) representing themselves to be the proper party(ies) to receive goods for shipment or to accept goods for delivery;

(c) occasioned by the acceptance by the Insured, by its agents, or by its customers of fraudulent bills of lading, shipping and delivery orders, or similar documents.

(3) (a) The Insured may waive right(s) of recovery against private and contract carriers and accept bills of lading or receipts from carriers, bailees, warehousemen, or processors limiting their liability, but this transit insurance shall not inure to the benefit of any carrier, bailee, warehouseman, or processor.

(b) With respect to shipments made under F.O.B. or similar terms, this Company agrees to waive its rights of subrogation against consignees at the option of the Insured.

(4) The Insured is not to be prejudiced by any agreements exempting lightermen from liability.

(5) Seaworthiness of any vessel or watercraft is admitted between this Company and the Insured.

8. PERILS INSURED AGAINST

Notwithstanding all other policy provisions, coverage for property subject to a $500,000 deductible is limited to the perils of fire, lightning, removal, wind and hail, leakage from fire protection equipment, explosion, smoke, aircraft and vehicles, sonic shock wave, riot, civil commotion and vandalism, molten material, or civil or military authority as defined herein.

This policy insures against all risk of direct physical loss of or damage to property described herein including salvage and all other charges on shipments covered hereunder, that is subject to the $5,000 deductible provision as provided under 4a.

9. PERILS EXCLUDED

This policy does not insure against loss caused by or resulting from:

a. unexplained or mysterious disappearance of any property, or shortage disclosed on taking inventory; against any fraudulent or dishonest act or acts committed by the Insured or any of the Insured's directors, trustees or employees.

"Dishonest or fraudulent acts" as used in this paragraph shall mean only dishonest or fraudulent acts committed by the Insured or the Insured's directors, trustees or employees with the manifest intent to:

(1) cause the Insured to sustain such loss; and

(2) obtain financial benefit for the Insured, Insured's director, trustee or employee, or for any other person or organization intended by the Insured or the director, trustee or employee to receive such benefit, other than salaries, commissions, fees, bonuses, promotions, awards, profit sharing, pensions, or other employee benefits earned in the normal course of employment;

b. the cost of making good defective design or specifications, faulty material, or faulty workmanship, however, this exclusion shall not apply to loss or damage resulting from such defective design or specifications, faulty material or faulty workmanship;

c. electrical injury or disturbance to electrical appliances, devices, or wiring caused by electrical currents artificially generated unless loss or damage from a peril insured herein ensues and then this policy shall cover for such ensuing loss or damage;

d. mechanical breakdown, including rupture or bursting caused by centrifugal force, unless loss or damage from a peril insured herein ensues and then this policy shall cover for such ensuing loss or damage;

e. explosion, rupture, or bursting of steam boilers, steam pipes, steam turbines or steam engines owned or operated by the Insured unless loss or damage from a peril insured herein ensues and then this policy shall cover for such ensuing loss or damage;

f. errors in processing, development, testing or manufacture of the Insured's product unless loss or damage from a peril insured herein ensues and then this policy shall cover for such ensuing loss or damage;

g. ordinary wear, tear, or gradual deterioration; depletion; rust or corrosion; erosion; mold; wet or dry rot; contamination; inherent or latent defect; unless other loss or damage from a peril insured against herein ensues and then this policy shall cover for ensuing loss or damage;

h. normal settling, cracking, bulging, expansion or shrinkage of walls, pavements, foundations, roofs, floors, or ceilings unless loss or damage from a peril insured herein ensues and then this policy shall cover for such ensuing loss or damage;

i. loss caused by or resulting from collapse of air supported structures and any resulting damage to contents therein;

j. extra expense loss due to delay with respects to property in transit;

k. nuclear reaction or nuclear radiation or radioactive contamination, all whether controlled or uncontrolled, and whether such loss be direct or indirect, proximate or remote, or be in whole or in part caused by, contributed to, or aggravated by the peril(s) insured against in this policy; except

(1) if fire ensues, liability is specifically assumed for direct loss by such ensuing fire but not including any loss due to nuclear reaction, nuclear radiation or radioactive contamination;

(2) this company shall be liable for loss or damage caused by sudden and accidental radioactive contamination including resultant radiation damage for each occurrence from material used or stored or from processes conducted on an insured premises and provided at the time of loss there is neither a nuclear reactor capable of sustaining nuclear fission in a self-supporting chain reaction nor any new or used nuclear fuel on the insured premises.

l. (1) hostile or warlike action in time of peace or war, including action in hindering, combating, or defending against an actual, impending, or expected attack

(a) by any government or sovereign power (de jure or de facto) or by any authority maintaining or using military, naval, or air forces;

(b) or by military, naval, or air forces;

(c) or by an agent of any such government, power, authority, or forces;

(2) any weapon employing atomic fission;

(3) rebellion, revolution, civil war, usurped power; or action taken by governmental authority in hindering, combating, or defending against such occurrence;

(4) seizure or destruction by order of public authority, except destruction by order of public authority to prevent spread of fire or explosion;

(5) risks of contraband or illegal trade.

Notwithstanding the above provisions, k(1), (2), (3), (4), and (5), this insurance shall cover loss or damage directly caused by acts committed by an agent of any government, party, or faction engaged in war, hostilities, or warlike operations, provided such agent is acting secretly and not in connection with any operation of armed forces (whether military, naval, or air forces) in the country where the property is situated. Nothing in the foregoing shall be construed to include any loss, damage, or expense caused by or resulting from any of the risks or perils excluded above, excepting only the acts of certain agents expressly covered herein, but in no event shall this insurance include any loss, damage, or expense caused by or resulting from any weapon of war employing atomic fission or radioactive force whether in time of peace or war.

Exclusions b, c, d, e, f, h, and i do not apply to property in transit.

Exclusions c, d, e, and f do not apply to alterations, additions, and property while in the course of construction, erection, installation, or assembly.

Exclusions c, d, and e do not apply to electronic data processing systems and valuable papers and records.

Exclusion e does not apply to locomotives, rolling stock or other conveyance insured herein.

10. PROPERTY EXCLUDED

This policy does not cover loss or damage to:

a. Money, securities, land, growing crops, and standing timber;

b. Watercraft; aircraft; motor vehicles licensed for highway use when not on the Insured's premises;

c. Waterborne shipments to and from Puerto Rico, Virgin Islands, Hawaii, and Alaska, waterborne shipments via the Panama Canal;

d. Export shipments after loading on board an overseas vessel or watercraft or after ocean marine insurance attaches, whichever occurs first, and import shipments prior to discharge from the overseas vessel or watercraft or until the ocean marine insurance terminates, whichever occurs last;

e. Contractors' and subcontractors' machinery, tools and equipment used in erection of property covered unless the total capital value of such property is directly and specifically charged to the job;

f. Docks, piers and wharves, when caused by water pressure, ice, or impact of watercraft.

11. VALUATION

At the time of loss, the basis of adjustment unless otherwise endorsed herein shall be as follows:

a. Valuable papers and records: The cost to repair or replace the property with other of like kind and quality including the cost of gathering and/or assembling information; or, if not so replaced, actual cash value.

"Valuable papers and records" are defined as written, printed, or otherwise inscribed documents and records, including but not limited to books, maps, films, drawings, abstracts, deeds, mortgages, micro-inscribed documents, manuscripts, and media but not including money and/or securities.

The term "securities" shall mean all negotiable and nonnegotiable instruments or contracts representing either money or other property, and includes revenue and other stamps in current use, tokens, and tickets but does not include money;

b. Finished goods, at the Insured's selling price less all discounts and unincurred expenses. Raw stock and stock in process, at replacement cost;

c. Improvements and betterments, at replacement cost if actually replaced; if not so replaced, at actual cash value;

d. Buildings and structures, at replacement cost if actually replaced; otherwise, at actual cash value;

e. Exhibitions and displays, at replacement cost to Insured;

f. Patterns, molds, jigs and dies, at replacement cost if actually replaced; otherwise, at actual cash value;

g. Electronic data processing hardware, at replacement cost, if actually repaired or replaced; otherwise, at actual cash value or as required by contract, all at the option of the Insured;

h. Fine arts at appraised value;

i. Other property not otherwise provided for, at replacement cost if actually replaced; otherwise at actual cash value.

12. EARTHQUAKE AND FLOOD

a. Each loss by earthquake, volcanic action, or flood shall constitute a single loss hereunder.

(1) If more than one earthquake shock or volcanic action occurs within any period of 72 hours during the term of this policy; the beginning of which 72 hour period may be determined by the Insured: or

(2) if any flood occurs within a period of the continued rising or overflow of any river(s) or stream(s) and the subsidence of same within the banks or such river(s) or stream(s); or

(3) if any flood results from any tidal wave or series of tidal waves caused by any one disturbance;

such earthquake shocks, volcanic action, or flood shall be deemed to be a single occurrence within the meaning of this policy.

b. Should any time period referred to in "a." above extend beyond the expiration date of this policy and commence prior to the expiration, this Company shall pay all such earthquake, volcanic action, or flood losses occurring during such period as if such period fell entirely within the term of this policy.

c. This Company shall not be liable, however, for any loss caused by any earthquake shock, volcanic action, or flood occurring before the effective date and time or commencing after the expiration date and time of this policy.

13. DEFINITIONS

WIND AND HAIL - This policy also insures against direct loss by the direct action of wind or by the direct action of hail whether accompanied by wind or not, but no liability is assumed under this peril for loss

a. caused directly or indirectly by ice (other than hail), snow, or sleet whether driven by wind or not, or

b. caused directly or indirectly by damage to the interior of the building(s) or the property covered therein caused by rain, snow, sleet, sand or dust, whether driven by wind or not, unless the building(s) covered or containing the property covered shall first sustain an actual damage to roof or walls by the direct action of wind or hail and then this Policy shall cover such loss to the interior of the building(s) or the property covered therein as may be caused by rain, snow, sleet, sand or dust entering the building(s) through openings in the roof or walls concurrently broken open by direct action of wind or hail, or

c. caused when weight of snow, rainwater, ice or sleet is a contributing factor to the fall or collapse of a building or structure or any part thereof.

This Policy also covers expense necessarily incurred by the Insured for removal from the described premises of windblown debris of property not covered by this Policy.

LEAKAGE FROM FIRE PROTECTIVE EQUIPMENT - This Policy also insures against direct loss by

a. water or other substance discharged from within any part of the fire protective equipment for the premises described herein or for adjoining premises;

b. collapse or fall of tanks forming a part of the fire protective equipment or the component parts or supports of such tanks;

c. freezing of fire protective equipment.

In the event of such loss, liability is specifically assumed for the cost (with due allowance for depreciation) of restoring the damaged portion of the fire protective equipment if such equipment is covered by this Policy, except that in the event of loss or damage under a. above, liability for restoring the damaged portion of the fire protective equipment is limited to the cost of restoring only that portion from which the water or other substance causing the loss or damage was discharged.

The term "fire protective equipment" includes tanks, water mains, hydrants, or valves, and any other equipment whether used solely for fire protection or jointly for fire protection and for other purposes but does not include:

a. branch piping from a joint system where such branches are used entirely for purposes other than fire protection;

b. any underground water mains or appurtenances located outside of the described premises and forming a part of the public water distribution system;

c. any pond or reservoir in which the water is impounded by a dam.

EXPLOSION - This Policy also insures against direct loss by explosion, except loss by explosion in or of the following property owned, operated, or controlled by the Insured:

a. steam boilers, steam turbines, steam engines, steam pipes interconnecting any of the foregoing, or gas turbines;

b. moving or rotating machinery or parts of same when such loss is caused by centrifugal force or mechanical breakdown;

c. any property undergoing pressure test to the extent of loss to such property undergoing test, including equipment attached to and forming part of such property.

The foregoing exceptions a. through c. are modified to the extent that liability is specifically assumed for loss resulting from:

a. malicious use of explosives;

b. explosion of accumulated gases or unconsumed fuel within the firebox (or the combustion chamber) of any fired vessel, other than gas turbines, or within the flues or passages which conduct the gases of combustion therefrom.

The following are not explosions within the intent or meaning of this clause:

a. electric arcing or any coincident rupture of electrical equipment due to such arcing;

b. bursting, rupture or collapse caused by freezing;

c. sonic waves generated by aircraft, generally known as "sonic boom";

d. bursting, rupture or collapse of any safety disc, rupture diaphragm or fusible plug.

SMOKE - This Policy also insures against direct loss, except accumulative damage or depreciation, by smoke resulting from the sudden, unusual and faulty operation of any stationary furnace located on the described premises.

AIRCRAFT AND VEHICLES - This Policy also insures against direct loss by actual physical contact of aircraft (which term shall include self-propelled missiles and spacecraft) or objects falling therefrom, or of vehicles running on land or tracks, with the property covered hereunder, or with the building containing such property, except loss

a. by any vehicle (other than aircraft) owned or operated by the Insured or by any occupant of the described premises or by any employee of the Insured or such occupant, but liability is assumed for such direct loss to buildings or structures covered under this Policy;

b. from ordinary wear and tear or accumulative damage;

c. by any aircraft aground when being taxied or moved inside or outside of buildings, but liability is assumed for such direct loss to buildings or structures covered under this Policy;

d. to aircraft or vehicles causing the loss.

SONIC SHOCK WAVE - This Policy also insures against direct loss caused by sonic shock waves generated by aircraft, generally known as "sonic boom".

RIOT, CIVIL COMMOTION, AND VANDALISM - This Policy also insures against direct loss by riot, riot attending a strike, civil commotion, and vandalism and malicious mischief, including:

a. direct loss by acts of striking employees of the owner or tenant(s) of the described premises, while occupied by said striking employees;

b. direct loss by act of a foreign enemy or agent of any government (de jure or de facto), provided such act is done secretly and not in connection with operations of military or naval armed forces in the United States of America;

c. direct loss from pillage and looting occurring during and at the immediate place of a riot, riot attending a strike, or civil commotion, or occupancy by striking employees.

The term "vandalism and malicious mischief" as used herein is restricted to and includes only willful and malicious damage to or destruction of the described property.

No liability is assumed under this peril for any loss by

a. explosion;

b. depreciation, delay, deterioration, change in temperature, humidity or atmospheric conditions, interference with customary operations, loss of market, increased cost of operation or maintenance, or any other consequential or indirect loss;

c. inability of the Insured to carry on normal operations because of strike nor for loss caused by the deliberate slowing down of, or interfering with, business operations by any employee or employees.

MOLTEN MATERIAL - This Policy also insures against direct loss caused only by heat from molten material which shall have been accidentally discharged from equipment but no liability is assumed under this peril for:

a. loss of or damage to such discharged material;

b. the cost of repairing any fault which permitted such accidental discharge;

c. the cost of removing or recovering such discharged material, notwithstanding any debris removal clause that may be a part of this Policy.

CIVIL OR MILITARY AUTHORITY - This Policy also insures against direct loss caused by acts of destruction by order of civil or military authority at the time of and for the purpose of preventing the spread of fire provided such fire did not originate from any perils excluded by this Policy.

LOCATION AND PREMISES - The extent (including within 1000 feet thereof) of property owned, leased or occupied by the Insured.

ELECTRONIC DATA PROCESSING EQUIPMENT - A network of machine components capable of accepting information, processing it according to plan, and producing the desired results. It includes hardware and also air conditioning equipment used exclusively in data processing operations.

DATA - Facts, concepts, or instructions in a form usable for communications, interpretation, or processing by automatic means. It includes computer programs.

MEDIA - Materials on which data is recorded, such as magnetic tapes, disk packs, paper tapes and cards.

14. FIRE BRIGADE CHARGES AND EXTINGUISHING EXPENSES

If property insured is destroyed or damaged by a peril insured against, this policy shall cover:

a. fire brigade charges and other extinguishing expenses for which the Insured may be assessed;

b. loss of fire extinguishing materials expended.

15. DEBRIS REMOVAL/POLLUTANT CLEANUP & REMOVAL

The following terms and conditions are made a part of this policy.

a. DEBRIS REMOVAL - This policy is extended to cover the necessary and reasonable expenses actually incurred by the Insured due to physical loss or damage as insured against occurring during the term of this policy to remove from described premises debris of covered property remaining after any such loss or damage, except that no liability is assumed for the expense of removal of:

(1) any foundations, other than damaged portions which must be removed for repair or rebuilding of any covered building or structure; or

(2) any property or part thereof, the removal of which is required by the enforcement of any law, ordinance, regulation or rule regulating or restricting the construction, installation, repair, replacement, demolition, occupancy, operation or other use of such property; or

(3) Pollutants from land or water, nor for the cost to remove, restore or replace polluted land or water.

LIMIT OF LIABILITY - Liability for loss under this Debris Removal provision, arising out of one Occurrence at each location, shall not exceed the greater of 25% of the combined amount of direct physics damage and Time Element loss payable at the location where the damage occurs or $5,000,000. This Debris Removal provision shall not increase any amount or limits of insurance provided by this policy.

No liability shall exist under this Debris Removal provision unless such expenses are reported to the Companies within 180 days of this date of direct physical loss or damage or the expiration of this policy, whichever shall be earlier.

b. POLLUTANT CLEANUP AND REMOVAL - This policy is extended to cover the necessary and reasonable expenses actually incurred by the Insured to cleanup and remove Pollutants from land or water confined to described Premises if the release, discharge or dispersal of the Pollutants is caused by or results in Fire, Lightning, Removal, Wind and Hail, Leakage from Fire Protective Equipment, Explosion, Smoke, Aircraft and Vehicles, Sonic Shock Wave, Riot, Civil Commotion and Vandalism, Molten Material, or Civil or Military Authority which occurs during the term of this policy, except no liability is assumed for the expense to cleanup and remove:

Pollutants from land or water at any location not on file with the Companies.

LIMIT OF LIABILITY - Liability for loss under this Pollutant Cleanup and Removal provision arising out of one Occurrence at each location, or in the aggregate for all such losses in any one policy year at each location, shall not exceed $25,000.

No liability shall exist under this Pollutant Cleanup and Removal provision unless such expenses are reported to the Companies within 180 days of the date of direct physical loss or damage or the expiration of this policy, whichever shall be earlier.

c. DEFINITION OF "POLLUTANTS" - When the term "Pollutants" is used in this policy, it shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including, but not limited to, smoke (except as described in General Conditions Section IV.H.14), vapor, soot, fumes, acids, alkalis, chemicals, bacteria, fungi, virus, mold, spores, vaccines and waste. Waste includes materials to be recycled, reconditions or reclaimed.

d. WATER EXCLUSION - This policy does not cover loss to or loss resulting from physical damage to water except water which is normally contained within any type of tank, piping system or other process equipment.

e. POLLUTION EXCLUSION - This policy does not insure against the release, discharge or dispersal of Pollutants, or loss or damage caused thereby regardless of any other cause or event contributing concurrently or in any other sequence to the loss or damage, except to the extent the release, discharge or dispersal is caused by or results in Fire, Lightning, Removal, Wind and Hail, Leakage from Fire Protective Equipment, Explosion, Smoke, Aircraft and Vehicles, Sonic Shock Wave, Riot, Civil Commotion and Vandalism, Molten Material, or Civil or Military Authority.



BEST COPY AVAILABLE 

16. DEMOLITION AND INCREASED COST OF CONSTRUCTION

In the event of loss or damage under this policy that causes the enforcement of any law or ordinance regulating the construction or repair of damaged facilities, this Company shall be liable for:

a. the cost of demolishing the undamaged facility including the cost of clearing the site;

b. the proportion that the value of the undamaged part of the facility bore to the value of the entire facility prior to loss;

c. increased cost of repair or reconstruction of the damaged and undamaged facility on same or another site and limited to the minimum requirements of such law or ordinance regulating the repair or reconstruction of the damaged property on the same site. However, the Company shall not be liable for any increased cost of construction loss unless the damaged facility is actually rebuilt or replaced;

d. any extra expense loss arising out of the additional time required to comply with said law or ordinance.

Coverage shall not apply to any increase of loss occasioned by the enforcement of any law or ordinance regulating any form of pollution.

17. EXPEDITING EXPENSE

This policy covers the reasonable extra cost of temporary repair and of expediting the repair of damaged property insured hereunder, including overtime and express freight or other rapid means of transportation.

18. CONTRIBUTING INSURANCE

Contributing insurance is insurance written upon the same plan, terms, conditions and provisions as those contained in this policy. This insurance shall contribute in accordance with the conditions of this policy only with other contributing insurance as defined.

19. EXCESS INSURANCE

Excess insurance is insurance over the limit of liability set forth in this policy. The existence of such excess insurance shall not prejudice the coverage provided under this policy nor will it reduce any liability hereunder.

20. UNDERLYING INSURANCE

a. Underlying insurance is insurance on all or any part of the deductible and against all or any of the perils covered by this policy including declarations of value to the carrier. The existence of such underlying insurance shall not prejudice or affect any recovery otherwise payable under this policy.

b. If the limits of such underlying insurance exceed the deductible amount which would apply in the event of loss under this policy, then that portion which exceeds such a deductible amount shall be considered "other insurance."

21. OTHER INSURANCE

Except for insurance described by the Contributing Insurance Clause, by the Excess Insurance Clause, or by the Underlying Insurance Clause, this policy shall not cover to the extent of any other insurance, whether prior or subsequent hereto in date, and whether directly or indirectly covering the same property against the same perils. This Company shall be liable for loss or damage only to the extent of that amount in excess of the amount recoverable from such other insurance.

22. SUBROGATION

a. Any written release from liability entered into by the Insured prior to loss hereunder shall not affect this policy or the right of the Insured to recover hereunder. The right of subrogation against the Insured or subsidiary or affiliated corporations or companies or any other corporations or companies associated with the Insured through ownership or management is waived.

b. In the event of any payment under this policy, this Company shall be subrogated to the extent of such payment to all the Insured's rights of recovery therefor. The Insured shall execute all papers required and shall do anything that may be necessary at the expense of the Company to secure such right. The Company will act in concert with all other interests concerned, i.e., the Insured and any other company(ies) participating in the payment of any loss as primary or excess insurers, in the exercise of such rights of recovery. If any amount is recovered as a result of such proceedings, the net amount recovered after deducting the costs of recovery shall be divided between the interests concerned in the proportion of their respective interests. If there should be no recovery, the expense of proceedings shall be borne proportionately by the interests instituting the proceedings.

23. SALVAGE AND RECOVERIES

All salvages, recoveries and payments, excluding proceeds from subrogation and underlying insurance recovered or received subsequent to a loss settlement under this policy, shall be applied as if recovered or received prior to the said settlement and all necessary adjustments shall be made to the parties involved.

24. BRAND OR TRADEMARKS

In case of damage by a peril insured against to property bearing a brand or trademark or which in any way carries or implies the guarantee or the responsibility of the manufacturer or Insured, the salvage value of such damaged property shall be determined after removal at this Company's expense in the customary manner of all such brands or trademarks or other identifying characteristics. The Insured shall have full right to the possession of all goods involved in any loss under this policy and shall retain control of all damaged goods. The Insured, exercising a reasonable discretion, shall be the sole judge as to whether the goods involved in any loss under this policy are fit for consumption. No goods so deemed by the Insured to be unfit for consumption shall be sold or otherwise disposed of except by the Insured or with the Insured's consent, but the Insured shall allow this Company any salvage obtained by the Insured on any sale or other disposition of such goods.

25. MACHINERY

In case of loss or damage by a peril insured against to any part of a machine or unit consisting of two or more parts when complete for use, the liability of the Company shall be limited to the value of the part or parts lost or damaged or, at the Insured's option, to the cost and expense of replacing or duplicating the lost or damaged part or parts or of repairing the machine or unit.

26. PREMIUM ADJUSTMENT

At each anniversary the Insured agrees to furnish the Company a statement of aggregate 100 percent values of buildings, structures, and personal property (other than valuable papers and records) values covered hereunder. No other reports of values are required to be provided to this Company. The premium shall be proportionately increased or reduced for the unexpired term of the policy or for the remaining installments and shall be based on the difference between the previous report of values or the values at inception and the current report.

27. ERRORS OR OMISSIONS

Any unintentional error or omission made by the Insured shall not void or impair the insurance hereunder provided the Insured reports such error or omission as soon as reasonably possible after discovery.

28. NOTICE OF LOSS

As soon as practicable after any loss or damage occurring under this policy is known to the Insured's Home Office Insurance Department, the Insured shall report such loss or damage with full particulars to Johnson & Higgins, 2600 National City Center, Cleveland, Ohio, 44114, for transmission to this Company.

29. PROOF OF LOSS

It shall be necessary for the Insured to render a signed and sworn proof of loss to the Company or its appointed representative stating: the place, time, and cause of the loss, damage, or expense; the interest of the Insured and of all others; the value of the property involved in the loss; and the amount of loss, damage, or expense.

30. APPRAISAL

If the Insured and this Company fail to agree on the amount of loss, each, upon the written demand either of the Insured or of this Company made within sixty (60) days after receipt of proof of loss by the Company, shall select a competent and disinterested appraiser. The appraisers shall then select a competent and disinterested umpire. If they should fail for 15 days to agree upon such umpire, then upon the request of the Insured or of this Company such umpire shall be selected by a judge of a court of record in the county and state in which such appraisal is pending. Then at a reasonable time and place, the appraiser shall appraise the loss, stating separately the value at the time of loss and the amount of loss. If the appraisers fail to agree, they shall submit their differences to the umpire. An award in writing by any two shall determine the amount of loss. The Insured and this Company shall each pay his or its chosen appraiser and shall bear equally the other expenses of the appraisal and of the umpire.

31. CONSEQUENTIAL LOSS

This policy insures against:

a. It is a condition of this policy that in the event of direct damage insured against hereunder to any property situated on the described premises and such damage, without the intervention of any other independent cause, results in a sequence of events which causes physical damage to insured property on the described premises, then there shall be liability under this policy for the resulting loss as defined in this policy;

b. the reduction in value to the remaining part or parts of any lot of merchandise usually sold by lots or sizes, color ranges or other classification due to damage to or destruction of a part of such lots or other classifications due to a peril insured against.

32. PAIR AND SET

Except as provided under Section 25, in the event of loss or damage by a peril insured against to any article or articles which are a part of a pair or set, the measure of loss or damage to such article or articles shall be a reasonable and fair proportion of the total value of the pair or set, giving consideration to the importance of said article or articles, but in no event shall such loss or damage be construed to mean total loss of the pair or set.

33. ASSISTANCE AND COOPERATION OF THE INSURED

The Insured shall cooperate with this Company, and, upon this Company's request and expense, shall attend hearings and trials and shall assist in effecting settlements, in securing and giving evidence, in obtaining the attendance of witnesses, and in conducting suits.

34. SUE AND LABOR

In case of actual or imminent loss or damage by a peril insured against, it shall, without prejudice to this insurance, be lawful and necessary for the Insured, their factors, servants, or assigns to sue, labor, and travel for, in, and about the defense, the safeguard, and the recovery of the property or any part of the property insured hereunder; nor, in the event of loss or damage, shall the acts of the Insured or of this

Company in recovering, saving, and preserving the insured property be considered a waiver or an acceptance of abandonment. This Company shall contribute to the expenses so incurred according to the rate and quantity of the sum herein insured. This provision does not increase any amounts or limits of insurance provided by this policy and deductible provisions shall apply to any expenses so incurred.

35. PAYMENT OF LOSS

All adjusted claims shall be due and payable no later than 30 days after presentation and acceptance of proofs of loss by this Company or its appointed representative.

36. REINSTATEMENT

With the exception of loss caused by perils which are subject to annual aggregate limits as noted in Section 3b, any loss hereunder shall not reduce the amount of this policy.

37. SUIT AGAINST THE COMPANY

No suit or action on this policy for the recovery of any claim shall be sustainable in any court of law or equity unless the Insured shall have fully complied with all the requirements of this policy. The Company agrees that any action or proceeding against it for recovery of any loss under this policy shall not be barred if commenced within the time prescribed therefor in the statutes of the State of New York.

38. PERMISSION IS GRANTED

a. To erect new buildings and structures and to make alterations, additions and repairs;

b. For such use of the premises as is usual and incidental to the business as conducted therein;

c. To cease operations or remain vacant or unoccupied, for more than 60 consecutive days, provided fire protection, watch and alarm services are maintained, and further provided that written notice is given to the Company prior to the 60th consecutive day of cessation, vacancy or unoccupancy.

39. BREACH OF WARRANTY CLAUSE

If this policy covers two or more buildings or fire divisions or the contents of two or more buildings or fire divisions, the breach of any conditions or warranty of the policy in any one or more of the buildings or fire divisions insured or containing the property insured shall not prejudice the right to recover for a loss occurring in any building or fire division insured or containing the property insured, where at the time of loss a breach of condition or warranty does not exist.

40. IDENTITY OF INTEREST

If the named Insured under this policy is comprised of more than one legal entity, liability under this policy shall not exceed the amount of loss had all interests comprised a single legal entity.

41. INSPECTION OF PROPERTY

The Companies shall be permitted but not obligated to inspect the Insured's property and operations at any reasonable time. Neither the right to make inspections nor the making thereof nor any advice or report resulting therefrom shall constitute an undertaking, on behalf of or for the benefit of the Insured or others, to determine or warrant that such property or operations are safe or healthful, or are in compliance with any law, rule or regulation.

42. CERTIFICATES OF INSURANCE

All parties to whom a certificate of insurance has been issued are automatically added to this policy upon issuance of said certificates, as additional Named Insureds, Mortgagees or Loss Payees, in accordance with the terms and conditions of said certificates.

43. CANCELLATION

a. This policy may be cancelled at any time at the request of the Insured or it may be cancelled by the Company by mailing to the Insured at:

The Ohio State University
Archer House
2130 Neil Avenue
Columbus, Ohio 43210

a. and to the additional Named Insureds, mortgagees or loss payees indicated on the certificates of insurance issued during the term of the policy, written notice stating when, not less than 90 days thereafter, such cancellation shall be effective.

b. The mailing of notice as aforesaid shall be sufficient proof of notice and the effective date and hour of cancellation stated in the notice shall become the end of the policy period. Delivery of such written notice either by the Assured or by the Company shall be equivalent to mailing.

c. Cancellation shall not affect coverage on any shipment in transit on the date of cancellation. Coverage will continue in full force until such property is delivered and accepted.

44. FULL WAIVER

The terms and conditions of this form and endorsements attached thereto are substituted where in conflict for those of the policy to which it is attached.

45. TITLES OF PARAGRAPHS

The titles of the paragraphs of this form and of endorsements and supplemental contracts, if any, now or hereafter attached hereto are inserted solely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

Attached to and forming part of Policy No. CBP 6 00 05 35

Of The Buckeye Union Insurance Company.

_____

(Authorized Signature)

Endorsement A

ALL PARTS

CANCELLATION PROVISIONS

IT IS AGREED THAT THE CANCELLATION CLAUSE OF THIS POLICY IS AMENDED TO READ AS FOLLOWS:

CANCELLATION OF POLICY

THIS POLICY SHALL BE CANCELLED AT ANY TIME AT THE REQUEST OF THE INSURED, IN WHICH CASE THIS COMPANY SHALL, UPON DEMAND AND SURRENDER OF THIS POLICY, REFUND THE EXCESS OF PAID PREMIUM ABOVE THE CUSTOMARY SHORT RATES FOR THE EXPIRED TIME. THIS POLICY MAY BE CANCELLED AT ANY TIME BY THIS COMPANY BY GIVING TO THE INSURED A SIXTY (60) DAYS WRITTEN NOTICE OF CANCELLATION WITH OR WITHOUT TENDER OF THE EXCESS OF PAID PREMIUM ABOVE THE PRO RATA PREMIUM FOR THE EXPIRED TIME, WHICH EXCESS, IF NOT TENDERED, SHALL BE REFUNDED ON DEMAND. NOTICE OF CANCELLATION SHALL STATE THAT SAID EXCESS PREMIUM (IF NOT TENDERED) WILL BE REFUNDED ON DEMAND. ONLY TEN DAY NOTICE IS REQUIRED WHERE SUCH ACTION IS BASED UPON NON-PAYMENT OR EVIDENCE OF INCENDIARISM BY THE INSURED.

## Inland Marine

For coverages, terms, conditions, exclusions, limits, deductibles, etc., refer to Manuscript "All Risk" Policy, pages 1 through 25, included in the Property Section of the Policy

Policy Change
Number 2

GU 200
(11-85)

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

IL 12 01 11 85

# POLICY CHANGES

| POLICY NO. | POLICY CHANGES EFFECTIVE | COMPANY |
|---|---|---|
| CBP 600 05 35 | 5-1-88 | The Buckeye Union Insurance Company |
| **NAMED INSURED** | | **AUTHORIZED REPRESENTATIVE** |
| The Ohio State University | | Johnson & Higgins of Ohio, Inc. (34 171 496) |
| **COVERAGE PARTS AFFECTED** | | |
| Property | | |

**CHANGES**

It is hereby agreed that the Loss Payee/ Certificate Schedule Pages 1 through 5 both inclusive is Deleted from the policy.

Authorized Representative Signature



103

JOHNSON & HIGGINS OF

Policy Change
Number 3

GU 269
(11-85)

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

IL 12 01 11 85

# POLICY CHANGES

| POLICY NO. | POLICY CHANGES EFFECTIVE | COMPANY |
|---|---|---|
| CBP 600 05 35 | 5-1-88 | The Buckeye Union Insurance Company |
| **NAMED INSURED** | | **AUTHORIZED REPRESENTATIVE** |
| The Ohio State University | | Johnson & Higgins of Ohio, Inc. (34 171 496) |
| **COVERAGE PARTS AFFECTED** | | |
| Property<br>1988/89 Renewal Manuscript | | |

**CHANGES**

Amend wording on Page 2. b. 8. to:

"$5,000,000 for animals except for research, lawns, plants, shrubs, trees, furs, jewelry, precious stones, dams, and dikes unless loss is caused by fire, lightning, removal, wind and hail, leakage from fire protective equipment, explosion, smoke, aircraft and vehicles, sonic shock wave, riot, civil commotion and vandalism, molten material, or civil or military authority as defined herein. This $5,000,000 limit applies only when the referenced property is covered for "All Risk" perils subject to a $5,000 deductible;"

Authorized Representative Signature



JOHNSON & [illegible]



Copyright, Insurance Services Office, Inc., 1983

Policy Change Number 4

CF 234 (11-85)

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

CP 12 01 11 85

# COMMERCIAL PROPERTY COVERAGE PART POLICY CHANGES

THIS ENDORSEMENT FORMS A PART OF THE POLICY NUMBERED BELOW:

| POLICY NUMBER | POLICY CHANGES EFFECTIVE | COMPANY |
|---|---|---|
| CKP 600 05 35 | Various | The Buckeye Union Insurance Company |
| **NAMED INSURED** The Ohio State University | | **AUTHORIZED REPRESENTATIVE** Johnson & Higgins of Ohio, Inc. (34 171 496) |

**CHANGES**

Please amend the blanket limit of liability as follows:

Add

Effective May 1, 1988, increase the limit of liability at OSU Bldg. No. 050 (Item No. 39) by $110,000 due to the addition of The William Burroughs Collection.

Delete

Effective June 30, 1988, delete Item No. 719 - Tookit System, valued at $126,250.

**PREMIUM ADJUSTMENT**

| PREMIUM DUE AT POLICY CHANGE EFFECTIVE DATE | | PREVIOUS INSTALLMENT PREMIUM | NEW INSTALLMENT PREMIUM |
|---|---|---|---|
| ADDITIONAL | RETURN | | |
| $ TBD | $ TBD | $ | $ |

**REMOVAL PERMIT**

If Covered Property is removed to a new location that is described on this Policy Change, you may extend this insurance to include that Covered Property at each location during the removal. Coverage at each location will apply in the proportion that the value at each location bears to the value of all Covered Property being removed. This permit applies up to 10 days after the effective date of this Policy Change; after that, this insurance does not apply at the previous location.



Authorized Representative Signature

Policy Change Number 5

CF 234 (11-85)

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

CP 12 01 11 85

# COMMERCIAL PROPERTY COVERAGE PART POLICY CHANGES

THIS ENDORSEMENT FORMS A PART OF THE POLICY NUMBERED BELOW:

| POLICY NUMBER | POLICY CHANGES EFFECTIVE | COMPANY |
|---|---|---|
| CRP 600 05 35 | 8-12-88 | The Buckeye Union Insurance Company |
| **NAMED INSURED** The Ohio State University | | **AUTHORIZED REPRESENTATIVE** Johnson & Higgins of Ohio, Inc. (34 171 496) |

**CHANGES**

Please amend the blanket limit of liability as follows:

Add:

Item No. 720, 760 Beautyview,
Columbus, Ohio

Building Value of $120,000.

**PREMIUM ADJUSTMENT**

| PREMIUM DUE AT POLICY CHANGE EFFECTIVE DATE | | PREVIOUS INSTALLMENT PREMIUM | NEW INSTALLMENT PREMIUM |
|---|---|---|---|
| ADDITIONAL | RETURN | | |
| $ TBD | $ | $ | $ |

**REMOVAL PERMIT**

If Covered Property is removed to a new location that is described on this Policy Change, you may extend this insurance to include that Covered Property at each location during the removal. Coverage at each location will apply in the proportion that the value at each location bears to the value of all Covered Property being removed. This permit applies up to 10 days after the effective date of this Policy Change; after that, this insurance does not apply at the previous location.



Authorized Representative Signature

ARKWRIGHT

University of
Southern California

## SPECIAL CONDITIONS

Policy No. 280512

### A. INSURED

**UNIVERSITY OF SOUTHERN CALIFORNIA** including all associated subsidiaries, companies or corporations, as their interests may appear, now or hereafter existing, acquired or constituted.

### B. COVERAGES

The coverages provided by this Policy are defined by the Forms and Endorsements attached to and forming a part of this Policy and apply only at locations described in the Schedule(s) attached to and forming a part of this Policy.

### C. LIMITS OF LIABILITY

The maximum amount recoverable under this Policy for all loss or damage resulting from a single occurrence shall not exceed $900,000,000, except as indicated below:

| COVERAGE | LIMIT OF LIABILITY | |
|---|---|---|
| Property Damage | $ 900,000,000 | |
| Flood | | |
| Property Damage and Time Element | 100,000,000 | (1) & (2) |
| Automatic Coverage | | |
| Property Damage and Time Element | 10,000,000 | |
| Flood | 1,000,000 | (1) & (2) |
| Errors and Omissions | | |
| Property Damage and Time Element | 10,000,000 | |
| Flood | 1,000,000 | (1) & (2) |
| Expediting Expense | 5,000,000 | |
| Floater | | |
| Property Damage and Time Element | 1,000,000 | |
| Flood | 1,000,000 | (1) & (2) |
| Service Interruption | | |
| Property Damage and Time Element | 10,000,000 | |
| Transportation - Fine Arts | | |
| (A) Per Conveyance | 2,500,000 | |
| (B) Per Catastrophe | 2,500,000 | |
| Fine Arts | 10,000,000 | |
| Valuable Papers and Records | 10,000,000 | |
| Rental Insurance | 5,000,000 | |
| Extra Expense | 10,000,000 | |
| Accounts Receivable | 10,000,000 | |
| Auditors Fees | 500,000 | |
| Decontamination Expense | 500,000 | (1) |
| | 1,000,000 | (2) |

(1) for each single occurrence
(2) during any twelve (12) consecutive months

ARKWRIGHT

PN 280512
Policy Endorsement No. 6

## FINE ARTS ENDORSEMENT

In consideration of additional premium, the Policy is extended to cover Fine Arts as described herein, except as otherwise excluded by this Policy.

### PROPERTY INSURED

1. Fine Arts as described on the Schedule of Fine Arts on file with this Company only while within the Continental United States of America (including Alaska) and Canada, within Hawaii and within Puerto Rico.

### EXCLUSIONS

The exclusions in Part C. EXCLUSIONS of this Policy do not apply to coverage under this Endorsement and the following are substituted therefor:

Group A This Endorsement does not insure against loss or damage by or resulting from any of the following regardless of any other cause or event contributing concurrently or in any other sequence to the loss:

(a) nuclear reaction or nuclear radiation or radioactive contamination, all whether direct or indirect, proximate or remote; however,

(i) if fire not otherwise excluded results, the Company shall be liable for direct loss by such resulting fire but not including any loss due to nuclear reaction, nuclear radiation or radioactive contamination, and,

(ii) this Endorsement does insure against loss or damage caused by sudden and accidental radioactive contamination, including resultant radiation damage, from material used or stored or from processes conducted on the described premises, provided that at the time of such loss there is neither a nuclear reactor capable of sustaining nuclear fission in a self-supporting chain reaction nor any new or used nuclear fuel on the described premises.

(b) (i) hostile or warlike action in time of peace or war, including action in hindering, combating or defending against an actual impending or expected attack (1) by any government or sovereign power (de jure or de facto), or by any authority maintaining or using military, naval or air forces; or (2) by military, naval or air forces; or (3) by an agent of any such government, power, authority or forces;

(ii) any weapon of war employing atomic fission or radioactive force whether in time of peace or war;

(iii) insurrection, rebellion, revolution, civil war, usurped power, or action taken by governmental authority in hindering, combating or defending against such an occurrence; seizure or destruction under quarantine or custom regulations; confiscation by order of any government or public authority, or risks of contraband or illegal transportation or trade;

(c) any fraudulent or dishonest act or acts committed alone or in collusion with others by any proprietor, partner, director, trustee, officer or employee of the Insured, whether or not such acts are committed during regular business hours.

Group B

This Endorsement does not insure against:

(a) indirect or remote loss or damage;

(b) deterioration, wear and tear or inherent vice;

(c) loss or damage from any repairing, restoration or retouching process;

(d) loss to property on exhibition at fair grounds or premises of national or international expositions unless the premises are specifically described in this Policy.

## ADDITIONAL GENERAL CONDITION

VALUATION

In the event of loss or damage covered under this Endorsement, the liability of the Company shall not exceed the lesser of the following:

a. the cost to replace, repair or restore the article to the condition that existed immediately prior to the insured event; or

b. the value designated for the article on the Schedule of Fine Arts.

In the event a scheduled article is part of a pair or set, and a damaged article cannot be replaced, repaired or restored to the condition that existed immediately prior to the insured event, the Company shall be liable for the full amount of the value of such pair or set as designated on the Schedule of Fine Arts and the Insured agrees to surrender the remaining article(s) of the pair or set to the Company.

ARKWRIGHT MUTUAL INSURANCE COMPANY

ARKWRIGHT

PN 280512
Policy Endorsement No. 7

## VALUABLE PAPERS AND RECORDS ENDORSEMENT

In consideration of additional premium, the Policy is extended to cover Valuable Papers and Records as described herein, except as otherwise excluded by this Policy.

### PROPERTY INSURED

1. Valuable Papers and Records as described on the Schedule of Valuable Papers and Records on file with this Company only while within the Continental United States of America (including Alaska) and Canada, within Hawaii and within Puerto Rico.

### PROPERTY EXCLUDED

The exclusions in Part B, PROPERTY EXCLUDED of this Policy do not apply to coverage under this Endorsement and the following are substituted therefor:

This Endorsement does not insure against loss or damage to:

1. currency, money or securities;
2. property not specifically declared and described on the Schedule of Valuable Papers and Records on file with the Company, if such property cannot be replaced with other of like kind and quality;
3. property held as samples or for sale or for delivery after sale.

### EXCLUSIONS

The exclusions in Part C. EXCLUSIONS of this Policy do not apply to coverage under this Endorsement and the following are substituted therefor:

Group A This Endorsement does not insure against loss or damage caused by or resulting from any of the following regardless of any other cause or event contributing concurrently or in any other sequence to the loss:

(a) nuclear reaction or nuclear radiation or radioactive contamination, all whether direct or indirect, proximate or remote; however,

(i) if fire not otherwise excluded results, the Company shall be liable for direct loss due by such resulting fire but not including any loss due to nuclear reaction, nuclear radiation or radioactive contamination, and,

(ii) this Policy does insure against loss or damage caused by sudden and accidental radioactive contamination, including resultant radiation damage, from material used or stored or from processes conducted on the described premises, provided that at the time of such loss there is neither a nuclear reactor capable of sustaining nuclear fission in a self-supporting chain reaction nor any new or used nuclear fuel on the described premises.

(b) (i) hostile or warlike action in time of peace or war, including action in hindering, combating or defending against an actual impending or expected attack (1) by any government or sovereign power (de jure or de facto), or by any authority maintaining or using military, naval or air forces; or (2) by military, naval or air forces; or (3) by an agent of any such government, power, authority or forces;

(ii) any weapon of war employing atomic fission or radioactive force whether in time of peace or war;

(iii) insurrection, rebellion, revolution, civil war, usurped power, or action taken by governmental authority in hindering, combating or defending against such an occurrence; seizure or destruction under quarantine or custom regulations; confiscation by order of any government or public authority, or risks of contraband or illegal transportation or trade;

(c) Any fraudulent or dishonest act or acts committed, alone or in collusion with others by any proprietor, partner, director, trustee, officer or employee of the Insured whether or not such acts are committed during

Group B This Endorsement does not insure against:

(a) indirect or remote loss or damage;

(b) errors or omissions in processing or copying unless fire or explosion results, in which event, this Endorsement shall cover only such resulting damage;

(c) deterioration, inherent vice, vermin or wear and tear unless physical damage not otherwise excluded by this Endorsement results, in which event, this Endorsement shall cover only such resulting damage;

(d) electrical or magnetic injury, disturbance, or erasure of electronic recordings, except by lightning.

## ADDITIONAL GENERAL CONDITION

VALUATION In the event of loss or damage covered under this Endorsement the liability of

a. the cost to repair or restore the valuable paper or record to the condition that existed immediately prior to the insured event; or

b. the cost to replace the valuable paper or record, or

c. the Limit of Liability designated for the valuable paper or record on the Schedule of Valuable Papers and Records.

ARKWRIGHT MUTUAL INSURANCE COMPANY



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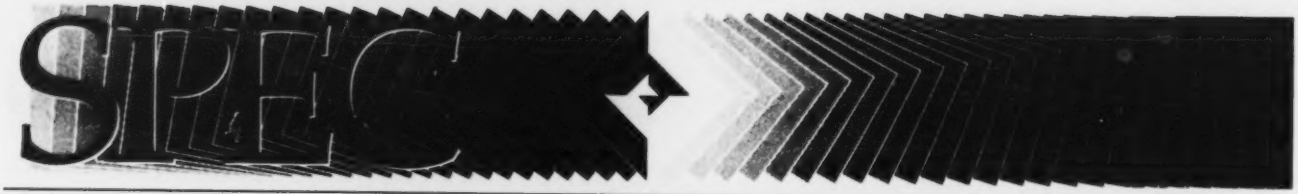
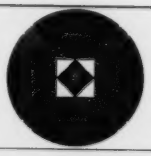



SYSTEMS AND PROCEDURES EXCHANGE CENTER

# COLLECTION VALUATION

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

UNIVERSITY OF CALIFORNIA

University of
California System

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO

SANTA BARBARA • SANTA CRUZ

DAVID PIERPONT GARDNER
President

WILLIAM R. FRAZER
Senior Vice President—
Academic Affairs

OFFICE OF THE PRESIDENT
300 LAKESIDE DRIVE
OAKLAND, CALIFORNIA 94612-3550

December 5, 1990

LIBRARY COUNCIL

Dear Colleagues:

The enclosed are for your review.

UNIT VALUES FOR LIBRARY MATERIALS. Unit dollar values are used for insurance of the library collections. The unit values are calculated following the procedures recommended by the University's auditors. As you will recall, capitalization procedures no longer utilize unit values. However, your campus may wish to refer to the historical information presented in the first attachment when determining capitalization values for withdrawn materials.

The 1990-91 unit values on the first attachment are for your review. If you have any questions or comments, please notify me by January 7, 1991. If I haven't heard from you by then, I will assume that the new unit values meet with your approval.

INSURANCE FOR THE LIBRARY COLLECTIONS. The University uses unit values to determine the insurance values of the library collections. For your information, the total 1990-91 insurance value for the University's library collections is $3,961,317,529 (see the second attachment).

Sincerely,

Dennis

Dennis E. Smith
Director, Library Affairs

Attachments

cc: Senior Vice President Frazer
Associate Vice President Moore
Analyst Plezia

University of California
Library Affairs
Unit Values Used for Insurance of Library Materials[1]

| | 1970-71 through 1974-75 | 1975-76 through 1978-79 | 1979-80 | 1980-81 | 1981-82 | 1982-83 | 1983-84 | 1984-85 | 1985-86 | 1986-87 | 1987-88 | 1988-89 | 1989-90 | 1990-91 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Volumes | $25.00 | $38.00 | $53.00 | $64.50 | $73.00 | $81.00 | $82.50 | $87.00 | $95.50 | $110.50 | $110.50 | $120.00 | $123.00 | $128.00 |
| Serials | 25.00 | 42.00 | 58.00 | 71.50 | 80.50 | 89.00 | 91.00 | 96.00 | 104.00 | 112.00 | 112.00 | 129.00 | 135.00 | 141.00 |
| Personal Manuscripts | 5.00 | 8.00 | 11.00 | 13.50 | 15.50 | 17.00 | 17.50 | 18.50 | 21.00 | 24.50 | 24.50 | 1,396.00[2] | 1,457.00 | 1,517.00 |
| UC Archival Manuscripts | — | — | — | — | — | — | — | 0.10 | 0.11 | 0.12 | 0.12 | 349.00[2] | 364.00 | 379.00 |
| Other Archival Materials | — | — | — | — | — | — | — | 0.10 | 0.11 | 0.12 | 0.12 | 349.00[2] | 364.00 | 379.00 |
| Maps | 2.00 | 3.00 | 4.00 | 5.00 | 6.00 | 6.00 | 6.10 | 6.40 | 7.00 | 8.50 | 8.50 | 9.10 | 9.50 | 9.90 |
| Microfilm | 20.00 | 30.00 | 42.00 | 51.00 | 57.50 | 63.50 | 65.00 | 68.40 | 74.50 | 86.50 | 86.50 | 94.50 | 96.50 | 100.00 |
| Microcards, fiche, and prints | 2.00 | 3.00 | 4.00 | 5.00 | 6.00 | 6.00 | 6.10 | 6.40 | 7.00 | 8.50 | 8.50 | 9.10 | 9.50 | 9.90 |
| Pamphlets | 0.50 | 1.00 | 1.50 | 1.70 | 2.00 | 2.00 | 2.00 | 2.10 | 1.00 | 2.21 | 2.21 | 3.00 | 3.10 | 3.20 |
| Audiodiscs | 20.00 | 30.00 | 42.00 | 51.00 | 57.50 | 63.50 | 65.00 | 68.00 | 74.50 | 86.50 | 86.50 | 80.50 | 96.50 | 100.00 |
| Audiocassettes or reels | — | — | — | — | — | — | — | 68.00 | 75.00 | 83.50 | 83.50 | 80.50 | 96.50 | 100.00 |
| Compact Discs | — | — | — | — | — | — | — | 68.00 | 75.00 | 83.50 | 83.50 | 80.50 | 96.50 | 100.00 |
| Videotapes | — | — | — | — | — | — | — | 380.00 | 417.00 | 462.50 | 462.50 | 470.00 | 517.00 | 538.00 |
| Videodiscs | — | — | — | — | — | — | — | 380.00 | 417.00 | 462.50 | 462.50 | 470.00 | 517.00 | 538.00 |
| Multi-media Kits | — | — | — | — | — | — | — | 208.50 | 228.50 | 254.00 | 254.00 | 258.00 | 285.00 | 297.00 |
| Motion Pictures | — | — | — | — | — | — | — | 492.00 | 539.50 | 599.00 | 599.00 | 610.00 | 668.00 | 695.00 |
| Filmstrips | — | — | — | — | — | — | — | 80.00 | 88.00 | 97.50 | 97.50 | 100.00 | 108.00 | 113.00 |
| 35mm Slides | — | — | — | — | — | — | — | 0.85 | 0.94 | 1.04 | 1.04 | 1.10 | 1.30 | 1.40 |
| Pictorial Materials | — | — | — | — | — | 29.00 | 29.50 | 31.00 | 34.00 | 37.50 | 37.50 | 36.50 | 45.00 | 47.00 |

1. These values were also used for capitalization of the library collections from 1972-73 through 1987-88.

2. Items counted in manuscript units beginning in 1988-89.

UNIVERSITY OF CALIFORNIA
Library Affairs
Insurance Value of the UC Library Collections
June 30, 1990

$3,698,034,392 June 30, 1989

$3,961,317,529 June 30, 1990

| Campus | UCB | UCD | UCI | UCLA |
|---|---|---|---|---|
| Volumes | 7,540,234 | 2,376,157 | 1,449,246 | 6,153,842 |
| $ Value | 965,149,952 | 304,148,096 | 185,503,488 | 787,691,776 |
| Serials | 92,978 | 51,604 | 19,618 | 96,676 |
| $ Value | 13,109,898 | 7,276,164 | 2,766,138 | 13,631,316 |
| Personal MSS | 22,335.70 | 1,912.90 | 958.00 | 26,442.00 |
| $ Value | 33,883,257 | 2,901,869 | 1,453,286 | 40,112,514 |
| UC Archives | 3,848.20 | 2,332.60 | 574.00 | 3,795.00 |
| $ Value | 1,458,468 | 884,055 | 217,546 | 1,438,305 |
| Other Archives | 4,672.50 | 5,153.50 | 0.00 | 3,528.00 |
| $ Value | 1,770,878 | 1,953,177 | 0 | 1,337,112 |
| Maps | 389,915 | 218,656 | 8,394 | 597,560 |
| $ Value | 3,860,158 | 2,164,694 | 83,101 | 5,915,844 |
| Microfilm Reels | 263,015 | 88,950 | 56,603 | 197,303 |
| $ Value | 26,301,500 | 8,895,000 | 5,660,300 | 19,730,300 |
| Microcopy | 4,192,654 | 2,828,257 | 1,676,109 | 5,421,376 |
| $ Value | 41,507,275 | 27,999,744 | 16,593,479 | 53,671,622 |
| Pamphlets | 443,700 | 594,165 | 3,173 | 722,781 |
| $ Value | 1,419,840 | 1,901,328 | 10,154 | 2,312,899 |
| Government Docs | 107,768 | 728,814 | 447,012 | 69,907 |
| $ Value | 344,858 | 2,332,205 | 1,430,438 | 223,702 |
| Audio Materials | 54,028 | 13,157 | 11,391 | 118,089 |
| $ Value | 5,402,800 | 1,315,700 | 1,139,100 | 11,808,900 |
| Video Materials | 3,691 | 457 | 1,269 | 8,024 |
| $ Value | 1,985,758 | 245,866 | 682,722 | 4,316,912 |
| Multi-Media Kits | 331 | 96 | 0 | 54 |
| $ Value | 98,307 | 28,512 | 0 | 16,038 |
| Motion Pictures | 2,975 | 0 | 348 | 1,935 |
| $ Value | 2,067,625 | 0 | 241,860 | 1,344,825 |
| Filmstrips | 0 | 0 | 0 | 131 |
| $ Value | 0 | 0 | 0 | 14,803 |
| Pictorial Items | 2,459,064 | 203,558 | 23,746 | 1,077,951 |
| $ Value | 115,576,008 | 9,567,226 | 1,116,062 | 50,663,697 |
| 35mm Slides | 32,541 | 90 | 32,821 | 98,974 |
| $ Value | 45,557 | 126 | 45,949 | 138,564 |
| TOTAL $ VALUE | 1,211,866,403 | 367,328,381 | 215,513,185 | 992,808,315 |

UNIVERSITY OF CALIFORNIA
Library Affairs
Insurance Value of the UC Library Collections
June 30, 1990

| Campus | UCR | UCSD | UCSF | UCSB |
|---|---|---|---|---|
| Volumes | 1,461,147 | 1,949,397 | 687,069 | 1,987,547 |
| $ Value | 187,026,816 | 249,522,816 | 87,944,832 | 254,406,016 |
| Serials | 13,901 | 32,551 | 5,731 | 21,910 |
| $ Value | 1,960,041 | 4,589,691 | 808,071 | 3,089,310 |
| Personal MSS | 288.40 | 2,159.62 | 742.14 | 4,665.00 |
| $ Value | 437,503 | 3,276,144 | 1,125,826 | 7,076,805 |
| UC Archives | 97.60 | 1,350.98 | 521.74 | 1,593.00 |
| $ Value | 36,990 | 512,021 | 197,739 | 603,747 |
| Other Archives | 1,011.50 | 378.30 | 570.89 | 321.00 |
| $ Value | 383,359 | 143,376 | 216,367 | 121,659 |
| Maps | 73,934 | 257,970 | 42 | 344,321 |
| $ Value | 731,947 | 2,553,903 | 416 | 3,408,778 |
| Microfilm Reels | 51,091 | 53,835 | 1,634 | 59,338 |
| $ Value | 5,109,100 | 5,383,500 | 163,400 | 5,933,800 |
| Microcopy | 1,248,634 | 1,884,138 | 161,032 | 3,504,138 |
| $ Value | 12,361,477 | 18,652,966 | 1,594,217 | 34,690,966 |
| Pamphlets | 20,360 | 115,982 | 5,650 | 88,054 |
| $ Value | 65,152 | 371,142 | 18,080 | 281,773 |
| Government Docs | 405,634 | 382,392 | 0 | 647,165 |
| $ Value | 1,298,029 | 1,223,654 | 0 | 2,070,928 |
| Audio Materials | 29,880 | 57,350 | 868 | 73,080 |
| $ Value | 2,988,000 | 5,735,000 | 86,800 | 7,308,000 |
| Video Materials | 1,009 | 2,327 | 98 | 606 |
| $ Value | 542,842 | 1,251,926 | 52,724 | 326,028 |
| Multi-Media Kits | 585 | 32 | 0 | 2,291 |
| $ Value | 173,745 | 9,504 | 0 | 680,427 |
| Motion Pictures | 236 | 50 | 519 | 11 |
| $ Value | 164,020 | 34,750 | 360,705 | 7,645 |
| Filmstrips | 36 | 0 | 0 | 0 |
| $ Value | 4,068 | 0 | 0 | 0 |
| Pictorial Items | 8,826 | 19,628 | 21,185 | 2,168,379 |
| $ Value | 414,822 | 922,516 | 995,695 | 101,913,813 |
| 35mm Slides | 10,812 | 198,768 | 11,095 | 200 |
| $ Value | 15,137 | 278,275 | 15,533 | 280 |
| TOTAL $ VALUE | 212,031,659 | 293,094,155 | 93,364,038 | 419,727,388 |

UNIVERSITY OF CALIFORNIA
Library Affairs
Insurance Value of the UC Library Collections
June 30, 1990

| Campus | UCSC | UNIT DOLLAR VALUE | TOTAL ITEMS | TOTAL DOLLAR VALUE |
|---|---|---|---|---|
| Volumes | 970,448 | | 24,575,087 | |
| $ Value | 124,217,344 | $128.00 | | 3,145,611,136 |
| Serials | 13,938 | | 348,907 | |
| $ Value | 1,965,258 | $141.00 | | 49,195,887 |
| Personal MSS | 542.60 | | 60,046.36 | |
| $ Value | 823,124 | $1,517.00 | | 91,090,328 |
| UC Archives | 442.40 | | 14,555.52 | |
| $ Value | 167,670 | $379.00 | | 5,516,542 |
| Other Archives | 891.20 | | 16,526.89 | |
| $ Value | 337,765 | $379.00 | | 6,263,691 |
| Maps | 159,358 | | 2,050,150 | |
| $ Value | 1,577,644 | $9.90 | | 20,296,485 |
| Microfilm Reels | 19,139 | | 790,908 | |
| $ Value | 1,913,900 | $100.00 | | 79,090,800 |
| Microcopy | 498,243 | | 21,414,581 | |
| $ Value | 4,932,606 | $9.90 | | 212,004,352 |
| Pamphlets | 0 | | 1,993,865 | |
| $ Value | 0 | $3.20 | | 6,380,368 |
| Government Docs | 66,657 | | 2,855,349 | |
| $ Value | 213,302 | $3.20 | | 9,137,117 |
| Audio Materials | 24,105 | | 381,948 | |
| $ Value | 2,410,500 | $100.00 | | 38,194,800 |
| Video Materials | 1,508 | | 18,989 | |
| $ Value | 811,304 | $538.00 | | 10,216,082 |
| Multi-Media Kits | 33 | | 3,422 | |
| $ Value | 9,801 | $297.00 | | 1,016,334 |
| Motion Pictures | 574 | | 6,648 | |
| $ Value | 398,930 | $695.00 | | 4,620,360 |
| Filmstrips | 24 | | 191 | |
| $ Value | 2,712 | $113.00 | | 21,583 |
| Pictorial Items | 14,436 | | 5,996,773 | |
| $ Value | 678,492 | $47.00 | | 281,848,331 |
| 35mm Slides | 195,651 | | 580,952 | |
| $ Value | 273,911 | $1.40 | | 813,333 |
| TOTAL $ VALUE | 140,183,196 | | | 3,961,317,529 |

INDIANA UNIVERSITY

THE UNIVERSITY LIBRARIES
Bloomington, Indiana 47405
(812) 855-3403

OFFICE OF THE DEAN

TO: Larry Stephens
Risk Management

FROM: Lynn Smith
Planning & Budget Officer

SUBJ: Collection valuation in branch libraries

DATE: August 23, 1990

The following includes our projections of the values of the collections in the branch libraries. These figures are based upon those used in the valuation of the Main Library collections which ere sent to you in our memo of March 1, 1990 (copy enclosed). These collections include and are valued as follows:

**BIOLOGY (Jordan Hall)**

| | | | | |
|---|---|---|---|---|
| volumes | 104,780 | @ $95 ($60 repl/$35 processing) | = | $ 9,954,100 |
| microforms | 20,719 | @ $ 2 ($ 1 repl/$ 1 processing) | = | 41,438 |
| | | | TOTAL = | $ 9,995,538 |

**BUSINESS/SPEA**

| | | | | |
|---|---|---|---|---|
| volumes | 140,753 | @ $60 ($25 repl/$35 processing) | = | $ 8,445,180 |
| microforms | 93,009 | @ $ 2 ($ 1 repl/$ 1 processing) | = | 186,018 |
| | | | TOTAL = | $ 8,631,198 |

**CHEMISTRY**

| | | | | |
|---|---|---|---|---|
| volumes | 55,842 | @ $95 ($60 repl/$35 processing) | = | $ 5,304,990 |
| microforms | 17,644 | @ $ 2 ($ 1 repl/$ 1 processing) | = | 35,288 |
| | | | TOTAL = | $ 5,340,278 |

**EDUCATION**

| | | | | |
|---|---|---|---|---|
| volumes | 41,657 | @ $60 ($25 repl/$35 processing) | = | $ 2,499,420 |
| microforms | 390,368 | @ $ 2 ($ 1 repl/$ 1 processing) | = | 780,736 |
| | | | TOTAL = | $ 3,280,156 |

**FINE ARTS (Museum Bldg)**

| | | | | |
|---|---|---|---|---|
| volumes | 68,015 | @ $85 ($50 repl/$35 processing) | = | $ 5,781,275 |
| microforms | 15,885 | @ $ 2 ($ 1 repl/$ 1 processing) | = | 31,770 |
| slides | 268,000 | @ $10 ($ 2 repl/$ 8 processing) | = | 2,680,000 |
| | | | TOTAL = | $ 8,493,045 |

**GEOGRAPHY & MAP (Kirkwood)**

| | | | | |
|---|---|---|---|---|
| volumes | 13,561 | @ $75 ($40 repl/$35 processing) | = | $ 1,017,075 |
| microforms | 17,411 | @ $ 2 ($ 1 repl/$ 1 processing) | = | 34,822 |
| maps | 250,000 | @ $25 ($20 repl/$ 5 processing) | = | 6,250,000 |
| | | | TOTAL = | $ 7,301,897 |



branch total $7,458,470

120

**GEOLOGY**

| | | | |
|---|---|---|---|
| volumes | 88,336 -- @ $75 ($40 repl/$35 processing) = | $ 6,625,200 |
| microforms | 18,567 -- @ $ 2 ($ 1 repl/$ 1 processing) = | 37,134 |
| maps | 270,000 -- @ $25 ($20 repl/$ 5 processing) = | 6,750,000 |
| | TOTAL = | $13,412,334 |

**HPER**

| | | | |
|---|---|---|---|
| volumes | 13,760 -- @ $60 ($25 repl/$35 processing) = | $ 825,600 |
| microforms | 7,750 -- @ $ 2 ($ 1 repl/$ 1 processing) = | 15,500 |
| | TOTAL = | $ 841,100 |

**MEDICAL SCIENCES (Myers Hall)**

| | | | |
|---|---|---|---|
| volumes | 26,613 -- @ $95 ($60 repl/$35 processing) = | $ 2,528,235 |
| microforms | 3,129 -- @ $ 2 ($ 1 repl/$ 1 processing) = | 6,438 |
| | TOTAL = | $ 2,534,673 |

**MUSIC (Sycamore)**

| | | | |
|---|---|---|---|
| volumes | 55,324 -- @ $75 ($40 repl/$35 processing) = | $ 4,149,300 |
| microforms | 13,940 -- @ $ 2 ($ 1 repl/$ 1 processing) = | 27,880 |
| scores | 81,804 -- @ $65 ($25 repl/$40 processing) = | 5,317,260 |
| | TOTAL = | $ 9,494,440 |

**MUSIC - RECORD LIBRARY (Music)**

| | | | |
|---|---|---|---|
| phonodisks | 59,784 -- @ $50 ($15 repl/$35 processing) = | $ 2,899,200 |
| compact disks | 819 -- @ $50 ($15 repl/$35 processing) = | 40,950 |
| audio tapes | 47,622 -- @ $50 ($15 repl/$35 processing) = | 2,381,100 |
| video cass. | 214 -- @$195 ($160 rpl/$35 processing) = | 41,730 |
| | TOTAL = | $ 5,362,980 |

**MUSIC - PERFORMING ENSEMBLES DIVISION (Music)**

| | | | |
|---|---|---|---|
| Performance materials | 203,099 -- @ $15 ($ 5 repl/$10 processing) = | $ 3,046,485 |

**OPTOMETRY**

| | | | |
|---|---|---|---|
| volumes | 32,559 -- @ $95 ($60 repl/$35 processing) = | $ 3,093,105 |
| microforms | 3,938 -- @ $ 2 ($ 1 repl/$ 1 processing) = | 7,876 |
| | TOTAL = | $ 3,100,981 |

**SWAIN HALL LIBRARY**

| | | | |
|---|---|---|---|
| volumes | 88,224 -- @ $75 ($40 repl/$35 processing) = | $ 6,616,800 |
| microforms | 3,282 -- @ $ 2 ($ 1 repl/$ 1 processing) = | 6,564 |
| | TOTAL = | $ 6,623,364 |

# INDIANA UNIVERSITY LIBRARIES

TO: Larry Stephens
Risk Management

DATE: March 1, 1990

FROM: Lynn Smith
Planning & Budget Officer

SUBJ: Value of collections in Main Library

The collections in the Main Library include and are valued as follows:

| VOLUMES | | | |
|---|---|---|---|
| Research Collections | 2,158,490 | @ $75 ($40 replacement/$35 processing) | 161,886,750 |
| Undergraduate Library | 111,040 | @ $60 ($25 replacement/$35 processing) | 6,662,400 |
| Government Publications | 800,688 | @ $75 ($40 replacement/$35 processing) | 60,051,600 |
| School of Lib & Info Lib | 32,559 | @ $75 ($40 replacement/$35 processing) | 2,441,925 |
| TOTAL VOLUMES | 3,102,777 | | |

| OTHER MATERIALS | | | |
|---|---|---|---|
| Microform pieces | 1,062,730 | @$2 ($1 replacement/$1/processing) | 2,125,460 |
| Video tapes | 2,135 | @$195 ($160 replacement/$35 processing) | 416,325 |
| Audio tapes | 14,034 | @$50 ($15 replacement/$35 processing) | 701,700 |

In addition to the above, the Main Library collections include 33 CD ROM products. Pricing of these products is so varied that an average unit cost cannot be determined. We are projecting that the replacing this collection would require $150,000. 150,000

Since you indicated that the value of collections in the branch libraries would be based on the figures submitted for the Main Library you should be aware of the following special collections in some of the branch libraries. 234,436,160

| | | |
|---|---|---|
| --Music Library | 59,784 ✓ | phono discs |
| | 819 ✓ | compact discs |
| | 47,138 ✓ | reel-to-reel tapes |
| | 484 ✓ | cassette tapes |
| --Fine Arts Library | 267,698 | slides |
| --Geog & Map Library | 240,000 | maps |
| --Geology Library | 269,488 | maps |

--Chemistry, Biology, Medical Sciences, Optometry Fine Arts Libraries: The average price per volume in these libraries is higher than in the Main Library and the other branches. In the science branches the cost per volume is higher due to the higher costs of serials in these fields. While the average serials subscription for a U.S. title is $77 in these fields the average ranges from $150 - $250. We project the average per volume cost in these libraries to be $60. The average in the Fine Arts volume is projected at $50 due the higher costs of art books.

Please contact me if you require additional information or clarification.

cc: James G. Neal, Dean of University Libraries



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SUBJECT: Property Insurance Coverage

EFFECTIVE: 3/1/79 REVISION NO: REVISED:

## Property Insurance Coverage

A. General: The 1971 Legislature authorized the establishment of a State Property Insurance Pool for a plan of limited self-insurance for state-owned property with private insurance coverage for major losses. The Finance Committee of the Board authorized University participation in this State program for insurance coverage on all University buildings and contents. Accordingly, no budget entity or department may secure or purchase commercial property insurance unless specific authorization is secured from the Treasurer of the University.

B. Scope of Coverage: The coverage under the State insurance program is very broad and includes fire, theft, vandalism, malicious mischief, explosion, and other risks. There are some events which are excluded from coverage such as currency losses, damage from freezing or flooding, crop failure, and other specified exclusions. Only property owned by The University of Tennessee or non-owned property for which the University has contractually assumed responsibility is covered under this insurance program. Thus, property of students, faculty, and others is not covered and no liability is assumed thereon except by express written agreement.

C. Insurance Schedule:

1. Semiannually, the Office of the Treasurer sends the relevant portion of The University of Tennessee Property Insurance Schedule to each campus for its review of the values of the buildings and contents listed thereon. Erroneous values on the Schedule will cause either higher premiums resulting from excessive insurance or inadequate insurance, possibly resulting in uninsured losses which would be borne by the appropriate campus. The value of each building is adjusted in July for inflation using a general inflation factor.

2. Once a year, the Office of the Treasurer distributes the premium expense by transfer voucher to all campuses and appropriate subunits based on their respective valuations on the Insurance Schedule.

D. Reporting Losses: All property losses should be reported immediately to the appropriate Budget Entity Business or Finance Officer, who in turn will forward a report to the Office of the Treasurer. In case of loss estimated to exceed $5,000.00, the Budget Entity Business or Finance Officer will, in addition to the report, immediately notify the Office of the Treasurer so that arrangements may be made for an insurance adjuster to make a timely inspection of the damage to facilitate prompt settlement of any claim.

SUBJECT: Property Insurance Coverage

EFFECTIVE: 3/1/79 REVISION NO: REVISED:

E. Deductibles:

1. The State Property Insurance Pool coverage is subject to a deductible of $5,000.00 for each loss occurence. The University has established an internal Insurance Replacement Fund for repair or replacement expenses that fall within the $5,000.00 deductible, subject to the limitations detailed below.

   a. Each Budget Entity of the University is responsible for repair or replacement expenses of losses, other than theft, up to $1,000.00 per occurence. In the case of theft coverage, the Budget Entity's responsibility is $5,000.00 per occurence.

   b. For losses in excess of the limits set in (a), the balance of the $5,000.00 deductible amount will be paid from the University Insurance Replacement Fund.

# THE UNIVERSITY OF TENNESSEE, KNOXVILLE

## BUILDING CONTENTS INSURANCE UPDATE FORM

**September, 1989**

**Building Number** 1191

**Building Name** Hoskins Library
003 Special Collections: Manuscript
004 Special Collections: Published

**Contents currently insured for** $ 5,375,000.00 .00
$ 9,065,200.00
$ 2,025,000.00

Please estimate the current replacement value of the contents of the building, and provide a brief statement or explanation (a new piece of equipment which has significantly increased its content's value, etc.). Contents insurance estimate should include the value of items leased or loaned to the University. Personal property of building occupants is not insurable. It is not necessary to provide a "schedule" of items. The figure provided should be able to be justified in the event of a major loss.

**Revised building contents replacement value:** $ $29,538,000

**Reasons for increase/decrease:**

Additional materials acquired for special collections; additional departments added to the Hoskins Building.

Signature of Preparer

Dean of the College

# THE UNIVERSITY OF TENNESSEE, KNOXVILLE

## BUILDING CONTENTS INSURANCE UPDATE FORM

September, 1989

Building Number 1192

Building Name John Hodges Library

Contents currently insured for $ 81,400,000.00

Please estimate the current replacement value of the contents of the building, and provide a brief statement or explanation (a new piece of equipment which has significantly increased its content's value, etc.). Contents insurance estimate should include the value of items leased or loaned to the University. Personal property of building occupants is not insurable. It is not necessary to provide a "schedule" of items. The figure provided should be able to be justified in the event of a major loss.

Revised building contents replacement value: $ $103,822,000

Reasons for increase/decrease:
Acquired additional materials; rise in cost of books to $59 each

Margin J. Myers
Signature of Preparer

Paula D. Kaufman
Dean of the College

# THE UNIVERSITY OF TENNESSEE, KNOXVILLE

## BUILDING CONTENTS INSURANCE UPDATE FORM

**September, 1989**

**Building Number** 1203

**Building Name** Music Building
001 Music Library Collection

**Contents currently insured for** $ 2,003,000.00
$ 1,800,000.00

Please estimate the current replacement value of the contents of the building, and provide a brief statement or explanation (a new piece of equipment which has significantly increased its content's value, etc.). Contents insurance estimate should include the value of items leased or loaned to the University. Personal property of building occupants is not insurable. It is not necessary to provide a "schedule" of items. The figure provided should be able to be justified in the event of a major loss.

**Revised building contents replacement value:** $ 001- $2,140,000

**Reasons for increase/decrease:**
Acquired additional materials; rise in cost of books to $59 each

Signature of Preparer

Dean of the College

| HOSKINS LIBRARY (BLDG. #1191) | AVG. VALUE | # OF ITEMS | TOTAL VALUE |
|---|---|---|---|
| Special Collections | | | |
| Tennessee books | $500 | 12,560 | $6,280,000 |
| Other Am. Imprints | $300 | 6,500 | $1,950,000 |
| 19th Century Am. Ficti | $400 | 5,000 | $2,000,000 |
| Pre-1800 British | $500 | 2,000 | $1,000,000 |
| Post-1800 British | $300 | 3,000 | $900,000 |
| Voyages and Travels | $1,000 | 1,000 | $1,000,000 |
| Art Books | $500 | 2,000 | $1,000,000 |
| Maps & Prints | $500 | 6,789 | $3,394,500 |
| Ephemera | $400 | 472 | $188,800 |
| Newspapers | $50 | 300 | $15,000 |
| Manuscripts | $1 | 2,200,000 | $2,200,000 |
| Furniture | | | $100,000 |
| Preservation Collection | $59 | 75,000 | $4,425,000 |
| Map Library | | | |
| Maps | $2 | 350,000 | $700,000 |
| Cabinets | $3,000 | 56 | $168,000 |
| Furniture | | | $15,000 |
| Stacks | | | $1,000,000 |
| Johnson Project | | | $1,000,000 |
| Polk Project | | | $566,244 |
| Jackson Project | | | $1,350,000 |
| UTCC | | | $106,350 |
| Eng. Advising Center | | | $23,000 |
| Risk Management | | | $23,100 |
| Univ. Historian | | | $17,000 |
| Learning Center | | | $116,400 |
| TOTALS HOSKINS LIBRARY | | | $29,538,394 |

7/1/89

THE UNIVERSITY OF TENNESSEE, KNOXVILLE

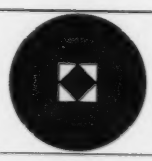
| MUSIC LIBRARY (BLDG. #1203) | | | |
|---|---|---|---|
| General Collections | $59 | 31,189 | $1,840,151 |
| Microform Reels | $54 | 600 | $32,400 |
| Audio tapes | $6 | 14,000 | $84,000 |
| Compact Discs | $15 | 700 | $10,500 |
| Video tapes | $375 | 125 | $46,875 |
| Card Catalog Cards | 0.25 | 185,000 | $46,250 |
| Furniture | | | $10,000 |
| Stacks | | | $25,000 |
| Other Equipment | | | $45,000 |
| TOTAL MUSIC LIBRARY | | | $2,140,176 |

| HODGES LIBRARY (BLDG. #1192) | AVG. VALUE | # OF ITEMS | TOTAL VALUE |
|---|---|---|---|
| General Collections | $59 | 1,483,075 | $87,501,425 |
| Microform Reels | $54 | 74,782 | $4,038,228 |
| Microfiche | $1 | 1,413,686 | $1,413,686 |
| Microprint | $1 | 295,146 | $295,146 |
| Slides | 0.50 | 130,000 | $65,000 |
| Audiocassettes | $6 | 8,000 | $48,000 |
| Audiotapes | $10 | 6,406 | $64,060 |
| Compact discs | $15 | 300 | $4,500 |
| Motion Pictures | $375 | 75 | $28,125 |
| Video tapes | $100 | 2,939 | $293,900 |
| Maps | $6 | 1,038 | $6,228 |
| Computer Files, Tapes | $50 | 36 | $1,800 |
| Computer Files, Disks | $300 | 3 | $900 |
| Uncataloged pamphlets | $1 | 49,290 | $49,290 |
| Uncataloged gov't doc | $1 | 97,929 | $97,929 |
| Uncataloged microfiche | $1 | 364,191 | $364,191 |
| Card Catlog Cards | 0.25 | 5,000,000 | $1,250,000 |
| Furniture | | | $3,300,000 |
| Stacks | | | $800,000 |
| Computer Equipment and Software | | | $1,700,000 |
| AV Equipment and Wiring | | | $2,100,000 |
| Other Equipment | | | $400,000 |
| TOTAL HODGES LIBRARY | | | $103,822,408 |

SYSTEMS AND PROCEDURES EXCHANGE CENTER

# LOSSES AND CLAIMS

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF MANAGEMENT SERVICES

University of
California, Riverside

August 1, 1984

TO: Joan Dillon
Business Service Office

FROM: Sheryl Davis
Disaster Coordinator
University Library

RE: Final Insurance claim for Library books damaged by water

The Library has completed the assessment and recovery of the materials damaged in the February 24 flood of the General Library sub-basement. We are now ready to file our final insurance claim.

1. Replacement of items damaged beyond repair.

Preliminary decisions were made during the disaster not to attempt to save some very wet unbound periodicals and a few books but to concentrate on what could be determined to be the most valuable and rare items in the collection.

| | | |
|---|---|---|
| 1,649 unbound periodicals (cost per issue: 5.00) | $ 8,245.00 | |
| 26 government documents at $2.00 each | $ 52.00 | |
| 178 bound volumes at $82.50 replacement value | $14,685.00 | |
| Total value of items beyond repair | | $22,982.00 |

Replacement value for bound volumes is based on the Library Unit Values established by the University of California (see attached).

2. Repair Costs for damaged Library Materials

| | |
|---|---|
| a. Freezer storage | $ 110.00 |
| b. Transportation to and from freezer (weekly rental of station wagon for 12 weeks) | $ 92.31 |

c. Labor:

| | | |
|---|---|---|
| initial treatment during disaster | 37.5 hours | |
| Hourly salary $11.61 | $ 435.38 | |
| Benefits at .28 | $ 121.91 | |
| labor for book drying | 155.5 hours | |
| Hourly salary $11.61 | $1,805.36 | |
| Benefits at 28% | $ 505.50 | |
| Total for c. Labor | | $2,868.15 |

Nineteen catagories of salaries were involved in the recovery project. The hourly salary of the 19 catagories was averaged to arrive at an hourly salary of $11.61 per hour. Benefits were averaged at 28%.

| | | |
|---|---|---|
| additional student help at $4.91 per hour | 20 hours | $ 98.20 |
| d. Clean up and repair of facility | | |
| Labor (student) | 4.0 hours | $ 19.64 |
| Materials | | $ 2.00 |
| e. Rebinding costs (13 vols. at $15 per vol.) | | $ 195.00 |
| f. Materials costs (costs associated with book drying) | | $ 57.25 |

3. Additional Costs

| | |
|---|---|
| a. Truck rental to transport books to freezer (initial shipment to freezer) | $ 11.20 |
| b. Physical Plant charges | $ 33.90 |

TOTAL CLAIM: $26,469.65

SJD/d

cc: Joan Chambers
John Tanno
Darrell Ruml

# REPORT OF PROPERTY LOSS OR DAMAGE

Campus: Riverside Department: Library Date: August 1, 1984

## SECTION I - DESCRIPTION OF LOSS/DAMAGE

1. Property Description (Name, ID Number, Serial Number, Age, Original Cost, etc.)

   See memo to J. Dillon of August 1, 1984 accompanying this form.

2. Location of Property at Time of Loss
   Basement Library Unit 1
3. Time of Occurrence (Hour, day, month, year)
   2:30 p.m., Friday, February 24, 1984
4. Cause of Loss/Damage

   Ruptured flexible coupling on chill water pump -- see Physical Plant Report attached.

5. Title to Property: ( Regents ( ) Federal Government ( ) Other (Specify)
6. Department Account and Fund Number
   University Book Funds: 5-600005-19900-4
7. Use of Property at Time of Loss/Damage
   Some items shelved in holding area for temporary storage and others were awaiting processing.
8. Loss/Damage Reported By
   Sheryl J. Davis, Disaster Action Team Coordinator
   (Name) (Title)

## SECTION II - REQUEST FOR REPAIR OR REPLACEMENT

1. Action Requested:
   ( ) None (Reported for information only) ( X ) Complete Replacement ( X ) Repair ( ) Partial Replacement
2. Estimated Cost (Use Supporting Schedule as appropriate)
3. Justification for Action Requested (Indicate urgency)

   1) some items damaged beyond repair, and must be replaced
   2) other items are being repaired at costs listed

4. Funds Available for this Purpose
   None
5. Requested by:
   Joan Chambers, University Librarian (Dean, Director, Dept. Head

## SECTION III - APPROVAL

1. ( ) Request Approved ( ) Request Not Approved
2. Amount and Source of Funding Approved
3. Approved by:
   _____ (Chancellor or Designee)

BUS-28 Rev.
11/1/70



(Exhibit I)
Retention period: See Records Disposition Schedules

Structural. Rebuild, refinish, or replace: plaster, paint, floor tile and trim, including construction cleanup.

| Area Affected | Labor: Hours | Labor: Cost | Material Cost | Total Cost |
|---|---|---|---|---|
| see memo to J. Dillon dated August 1, 1984 | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

Electrical. Inspect, repair, replace, and adjust items listed below:

| Item | Labor: Hours | Labor: Cost | Material Cost | Total Cost |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

Equipment.

| Item | UC IBM Number | GFE? | Repair | Replace | Cost |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

Consumable Supplies. (Itemize separately)

GRAND TOTAL

Prepared by: _____
Date: _____

SD file

RIVERSIDE: THE UNIVERSITY LIBRARY
RIVERSIDE, CALIFORNIA 92517

December 20, 1984

TO: Joan Dillon
Business Service Office

FROM: Sheryl Davis SD
Disaster Coordinator
University Library

RE: Insurance claim for Library books damaged by water - December 8 incident

The Library has had a second flooding in the Library sub-basement. This incident occurred Saturday morning, December 8, 1984. John Tanno, Associate University Librarian, was notified and arrived at the scene around 9:45 a.m. The cause was the rupture of a flexible coupling in the chilled water line. The report from Physical Plant is attached. We have discussed the problem with Physical Plant and they are taking steps to check and replace any remaining couplings.

1. Replacement of items damaged beyond repair.

We were fortunate that much less material was damaged this time. Only 304 bound volumes were soaked (list attached). Because of the quality of the paper in these volumes, the amount of water they absorbed, and because recovery methods are so costly, it was decided not to attempt to salvage the books.

The books have been discarded as they were starting to develop mold and therefore would present a hazard to the remaining books in the collection.

| | |
|---|---|
| 178 bound serials at $91.00 *replacement value | $16,198.00 |
| 126 bound volumes at $82.50 | $10,395.00 |
| Total replacement cost | $26,593.00 |

*Replacement value for bound volumes is based on the Library Unit Values established by the University of California (see attached).



UNIVERSITY OF CALIFORNIA — (Letterhead for interdepartmental use)

2. Labor costs for salavaging Library materials

| | | |
|---|---|---|
| Labor: | | |
| initial treatment during disaster | | 9 hours |
| Hourly salary $20.13 | | $ 181.17 |
| Benefits at .25 | | $ 45.29 |

Three catagories of salaries were involved in the disaster. The hourly salary of the 3 catagories was averaged to arrive at an hourly salary of $20.13 per hour. Benefits were averaged at 25%.

| | | |
|---|---|---|
| Clean up and repair of facility | | |
| Labor (student) | 3 hours | $ 14.73 |

TOTAL CLAIM: $26,834.19

Attachments (4)

SJD/d

cc: Joan Chambers
John Tanno
Darrell Ruml

RIVERSIDE. DEPARTMENT OF PHYSICAL PLANT

December 17, 1984

TO: Sheryl Davis, A.A.
Library Administration

RE: Flooding, Unit I

FR: Sal Martino

Sheryl, as requested, the following is a description of events and action taken regarding the flooding that occurred Saturday, December 8, 1984 in the basement of Library Unit I.

Plant operators noticed a drop in chill water system pressure sometime between 7:00 a.m. and 8:00 a.m. The assistant plant operator was sent out to inspect all buildings for possible leaks. The Sr. Superintendent of Steam Operations responded at about 8:45 a.m. and found the basement of Library Unit I flooded, with the sump pumps operating and water about 18" deep. The plant operator was immediately notified to isolate the valves to the library zone and to call in personnel from home to help out with the emergency. The chill water pumps were shut off to the affected area and valves isolated in Life Sciences tunnel to affect complete isolation of the chill water systems in Library Unit I. Clair Harrington was contacted and asked to alert library personnel because water had damaged books stored in the basement and personnel would be required to inspect and remove books once the water was pumped from the basement. At about 10:00 a.m. mechanics and electrical personnel arrived with auxiliary pumps to expedite removal of water from basement.

The leak was found to be a ruptured, previously unknown, 20-year old expansion joint in the chill water line between the north and south sections of the Library adjacent to the south section chill water pump. This joint and the remaining three original expansion joints at this location were replaced while the system was shut down. At about 3:30 p.m. air conditioning service had been restored to the north section of the Library and library personnel were in the process of removing water damaged books.

I would suggest that until suitable storage space is found, that books and other paper materials not be stored within 24" of the floor. The large volume coming into the basement was more than the two (2) installed sump pumps could handle, hence the depth of 18" of water that resulted in damage to stored library materials. Emergencies such as this that occur after normal working hours, weekends and holidays routinely take longer to troubleshoot, correct the problem and affect repairs, because of the lack of on-board maintenance personnel.

If I can be of further assistance, please let me know.

Sal Martino

c: Elmer Ross
Wally Kies



UNIVERSITY OF CALIFORNIA—(Letterhead for interdepartmental use)

UNIVERSITY OF CALIFORNIA
Office of the Assistant Vice President--Library Plans and Policies

UC Inflation Index Applied by Library Unit Values

| | Inflation Funds as a % of General Funds | Adjusted Unit Values | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Volumes | Serials | Manu-scripts | Maps | Pictorial Items | Micro-film Reels | Micro-form (other) | Pamphlets | Record-ings |
| 1977-78 | 9.1 | $46.00 | $51.00 | $10.00 | $4.00 | -- | $36.00 | $4.00 | $1.00 | $36.00 |
| 1978-79 | 5.3 | 50.00 | 55.00 | 11.00 | 4.00 | -- | 39.00 | 4.00 | 1.00 | 39.00 |
| 1979-80 | 22.7 | 53.00 | 58.00 | 11.00 | 4.00 | -- | 42.00 | 4.00 | 1.50 | 42.00 |
| 1980-81 | 12.9 | 64.50 | 71.50 | 13.50 | 5.00 | -- | 51.00 | 5.00 | 1.70 | 51.00 |
| 1981-82 | 10.9 | 73.00 | 80.50 | 15.50 | 6.00 | -- | 57.50 | 6.00 | 2.00 | 57.50 |
| 1982-83 | 2.1 | 81.00 | 89.00 | 17.00 | 6.00 | $29.00 | 63.50 | 6.00 | 2.00 | 63.50 |
| 1983-84 | 5.5 | 82.50 | 91.00 | 17.50 | 6.10 | 29.50 | 65.00 | 6.10 | 2.00 | 65.00 |

# REPORT OF PROPERTY LOSS OR DAMAGE

Campus: Riverside Department: Library Date: Dec. 20, 1984

## SECTION I - DESCRIPTION OF LOSS/DAMAGE

1. Property Description (Name, ID Number, Serial Number, Age, Original Cost, etc.)

   See memo to J. Dillon of Dec. 20, 1984 accompanying this form.

2. Location of Property at Time of Loss
   Basement Library Unit 1
3. Time of Occurrence (Hour, day, month, year)
   approximately 8 a.m. on December 8, 1984
4. Cause of Loss/Damage

   Ruptured flexible coupling on chill water pump -- see Physical Plant Report attached

5. Title to Property: ( X Regents ( ) Federal Government ( ) Other (Specify)
6. Department Account and Fund Number
   University Book Funds: 5-600005-19900-4
7. Use of Property at Time of Loss/Damage

   Some items shelved in holding area for temporary storage and others were awaiting processing.

8. Loss/Damage Reported By

   Sheryl J. Davis, Disaster Action Team Coordinator
   (Name) (Title)

## SECTION II - REQUEST FOR REPAIR OR REPLACEMENT

1. Action Requested:
   ( ) None (Reported for information only) ( X ) Complete Replacement ( X ) Repair ( ) Partial Replacement
2. Estimated Cost (Use Supporting Schedule as appropriate)
3. Justification for Action Requested (Indicate urgency)
   items damaged beyond repair, and must be replaced
4. Funds Available for this Purpose
   None
5. Requested by:

   Joan Chambers, University Librarian (Dean, Director, Dept. Hea

## SECTION III - APPROVAL

1. ( ) Request Approved ( ) Request Not Approved
2. Amount and Source of Funding Approved
3. Approved by:

   _____ (Chancellor or Designee)

BUS-28 Rev. 11/1/70



(Exhibit I)
Retention period: See Records Disposition Schedules

Structural. Rebuild, refinish, or replace: plaster, paint, floor tile and trim, including construction cleanup.

| Area Affected | Labor: Hours | Cost | Material Cost | Total Cost |
|---|---|---|---|---|
| see memo to J. Dillon dated Dec. 20, 1984 | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

Electrical. Inspect, repair, replace, and adjust items listed below:

| Item | Labor: Hours | Cost | Material Cost | Total Cost |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

Equipment.

| Item | UC IEM Number | GFE? | Repair | Replace | Cost |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

Consumable Supplies. (Itemize separately)

GRAND TOTAL

Prepared by: Micol Davis
Date: December 20, 1984

140



BUS-28 Rev.
11/1/70
(Exhibit II)

Retention period: See Records Disposition Schedules

Extract from insurance policy

4. DEDUCTIBLES

a. All losses, damages, or expenses arising out of any one occurrence shall be adjusted as one loss, and from the amount of such adjusted loss shall be deducted the sum of $500,000. except

$5,000 for property in transit; stock for resale; dwellings and their contents; sporting equipment; golf carts; vehicles, including vehicles licensed for highway use when on the Insured's premises; animals; electronic data processing equipment, data and media; valuable papers and records; fine arts; exhibits; models; camera, television and associated equipment; astroturf; stage settings and costumes; and equipment consisting principally of mowers, sod cutters, tractors, gang mowers, tractor-loaders, greens mowers, rollers, power generators, aerators, trucksters, soil shredders, rotary mowers, fork lifts, spreaders, seeders, vacuums, astroturf sweeper, Zamboni Ice Rink machine, chippers, air sweeper, Toro Trap rakes, orchard equipment, golf carts used in maintenance of golf courses and all other similar equipment;

Notwithstanding the above, in the event the Insured's deductible self-retention over and above $10,000 per occurrence, accrues to an aggregate amount of $1,000,000 in any one policy year, then this Company will become liable for the amount of each subsequent loss in excess of $10,000 for the remaining portion of the policy year. This provision does not apply to loss to property subject to a $5,000 deductible or for losses from the perils of flood or earthquake.

b. Whether the claim involves loss at one or more locations, the deductible amount shall apply against the total loss suffered by the Insured from any one occurrence.

c. If two or more deductible amounts in this policy apply to a single occurrence, the total to be deducted shall not exceed the largest deductible applicable.



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UAC®

# SWORN STATEMENT IN PROOF OF LOSS

$ 429,329.33 AMOUNT OF POLICY AT TIME OF LOSS

5/1/89 DATE ISSUED

5/1/90 DATE EXPIRES

CBP6600535 POLICY NUMBER

CLEVELAND OHIO AGENCY AT

J & H AGENT

To the BUCKEYE UNION INS CO.

of COLUMBUS OHIO

At time of loss, by the above indicated policy of insurance you insured OHIO STATE UNIV

against loss by WATER

**1. Time and Origin:** A WATER STATE KIND loss occurred about the hour of ____ o'clock ____ M.,

on the 16 day of NOV TO DEC 19 89 The cause and origin of the said loss were: WATER LOSS

**2. Occupancy:** The building described, or containing the property described, was occupied at the time of the loss as follows, and for no other purpose whatever: LIBRARY

**3. Title and Interest:** At the time of the loss the interest of your insured in the property described therein was TITLE HOLDER. No other person or persons had any interest therein or incumbrance thereon, except: —

**4. Changes:** Since the said policy was issued there has been no assignment thereof, or change of interest, use, occupancy, possession, location or exposure of the property described, except: —

**5. Total Insurance:** The total amount of insurance upon the property described by this policy was, at the time of the loss, $ ____, besides which there was no policy or other contract of insurance, written or oral, valid or invalid.

**6. The Actual Cash Value** of said property at the time of the loss was ..... $ ____

**7. The Whole Loss and Damage was** ..... $ 453.12 cc

**8. The Amount Claimed** under the above numbered policy is ..... $ 403.12 cc

The said loss did not originate by any act, design or procurement on the part of your insured, or this affiant; nothing has been done by or with the privity or consent of your insured or this affiant, to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were destroyed at the time of said loss; no property saved, has in any manner been concealed, and no attempt to deceive the said company, as to the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered a part of this proof.

The furnishing of this blank or the preparation of proofs by a representative of the above insurance company is not a waiver of any of its rights.

State of ____

County of ____

X ____ Insured

Subscribed and sworn to before me this ____ day of ____ 19 ____

____ Notary Public

142

144

UAC 1B

Printed in U.S.A.

Claim com. with:

THE OHIO STATE UNIVERSITY

University Libraries

1858 Neil Avenue Mall
Columbus, OH 43210-1286
Phone 614-292-6151

Dear Mr. Grider:

I have enclosed for you copies of all of the information concerning our insurance claim for the water damage to Library property on November 18, 1989.

An outline of the enclosures is as follows:

Exhibit 1 : Explanation of the events of November 18, 1989 as written as a statement of record by Wes Boomgaarden, Library Preservation Officer.

Exhibit 1A: Addendum to memorandum of record listing additional damages from November 18, 1989 incident

Exhibit 1B: Memo from Collection Development Officer Gay Dannelly to Presevation Officer Wes Boomgaarden, regarding the replacement cost for the microfiche that was damaged in the November 18, 1989 incident.

Exhibit 2: Letter from Innovative Interface regarding the results of their examination of the damaged computer system. As stated in the letter only three pieces of equipment had to be replaced rather than the original four pieces ordered.

Exhibit 2A: Listing of the damaged parts of the computer system that were returned to Innovative Interface for examination.

Exhibit 2B: Copy of the Purchase order issued to replace the damaged computer equipment.

Exhibit 3: Listing of additional equipment and property that was damaged in this incident and which we assume are not allowable under this claim.

The original purchase orders from the original purchase of the Innovac system (circa 1985) can not be located, but the memo listing the equipment returned to Innovative Interfaces for examination of damages should suffice as evidence of ownership. If more information is needed in this matter, please contact me and I will try to obtain it.

I am listing the total amount of our claim to be $45,312.00. This is for the Innovac system at $43,450.00 and replacement of the microfiche at $1,862.00. I assume the fiche to be claimable under the clause for valuable books, papers and records, which is a part of the same $5,000.00 deductibility clause. If there is a problem with this claim please contact me.

I hope that this is all of the information that you need. If there is anything further that I can provide, please contact me at 292-2400. Thank you for your assistance.

Documentation
Initial

THE OHIO STATE UNIVERSITY
UNIVERSITY LIBRARIES
1858 Neil Avenue Mall
Columubus, OH 43210-1286

MEMORANDUM

SUBJECT: Waterpipe failure, Main Library, Saturday, November 18, 1989

DATE: November 20, 1989

FROM: Wes Boomgaarden, WB Preservation Officer, and Chair, Library Emergency & Disaster Control Committe

TO: For the Record

Main Library Circulation Department personnel alerted University Physical Facilities of a serious water leak emanating from above r.2341 Main Library on Saturday, November 18, approximately 9:30 p.m. Main Library Facilities Coordinator Tony Maniaci was called at his home at this same time, and asked to come to the library to assist. He alerted Circulation staff where to locate and activate the shut-off valve for that section of the water piping, and he himself arrived at approximately 10:00 p.m.

The water leak was very serious, and involved several hundred gallons of water from the vertical piping that feeds rest rooms on that north side of the building. The leak was caused by the failure of a threaded plug above r.2341. That plug apparently was cast iron, not a galvanized metal, and rust caused the failure.

Water damage resulted on the Library's first floor, centering around r.132, the Information Services Department, and r.036, the Monograph Acquisition Division.

Damage resulted to computer equipment, a photocopy machine, personal computers, software, telephones, desks, ceilings, walls, carpets, floors, wiring, and library materials.

Specifically damaged were: (preliminary list).

- the Central Processing Unit of the Innovacq Automated the Library's automated record-keeping system for book and serial aquisition, check-inx and invoice control. This system's replacement cost was later estimated at $54,000 from Innovative Interfaces, Inc., the California firm through which the Library purchases this service (the result of a competitive bidding process.) A surge and spike suppressor was also damaged.
- a Pitney-Bowes photocopy machine, model M350, with a replacement value of about $8000.

- a personal computer, model IBM PCXT 640K RAM with hard disk drive monochrome monitor, extended keyboard; an Epsom FX 85 printer; printer cable; surge and spike suppressor.

- an IBM Selectric II typewriter

- a UNITS Electronic set telephone.

Damage to the interior of the building also resulted. This included damage to the ceilings of r.132 and r.036, damage to the walls in 132, damage to carpets in both areas, damage to desks in 312, and damage to electrical wiring. No estimates have yet been made for repairs by the University.

Additional labor, possibly in overtime, will be required to replace lost data entry time and to replace lost data itself; also, additional expense was incurred in the clean-up. Cost estimates are not yet available for these costs. A detail report of damage will be forthcoming after the Buckeye-Union-Continental Insurance agent makes his report, expected 11/27.

Distribution: WJStuder
WJCrowe
JLLadd
Library Emergency & Disaster Control Committee B M.Ilov
LShepard
CPHawks

WLB/jmn
1509

INNOVATIVE INTERFACES INC.
2344 Sixth Street
Berkeley, California 94710
(415) 644-3600

Cost estimate

January 5, 1990

Brenda Miller
Business & Financial Officer
Ohio State University
University Libraries
1858 Neil Avenue Mall
Columbus, OH 43210

Dear Ms. Miller:

As you know, several pieces of INNOVACQ hardware were damaged due to the recent "natural disaster" in your library. The equipment was too badly damaged to repair, so three pieces were replaced at less than what Innovative currently charges. Those items and prices were:

| | |
|---|---|
| INNOVACQ CPU: | $38,000 |
| Tape Unit: | $5,000 |
| Modem: | $450 |

If you should have any questions regarding this matter, please do not hesitate to contact me. We were all sorry to hear about your problem and hope that things are back to normal.

Sincerely yours,

Susan Milikien

Susan Milikien
Contracts Manager

cc: Carol Hawks

Fiche loss documentation

MEMO

December 5, 1989

To: Wes

From: Gay

Subject: CIS Serial Set microfiche damaged in "flood"

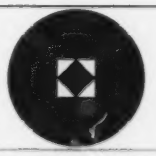
John Biel has confirmed that CIS will sell us replacement fiche for the 52nd Congress(2623 fiche) at $.71 per fiche or $1,862 total. The price per fiche at the time of the original purchase was $.94 per fiche.

Any order must cite "price quote per John Biel, December 4, 1989" to be sure that we receive the reduced rate. The cost is established at the cited level because they must reproduce each fiche by hand, rather than by reel, because it is such a small part of the Serial Set section.

Do you have any idea how long it will be before we are reimbursed by insurance for this? I would like to check with John to be sure there is not a time limit on the offer.

SYSTEMS AND PROCEDURES EXCHANGE CENTER

# SELECTED READINGS

ASSOCIATION OF RESEARCH LIBRARIES  OFFICE OF MANAGEMENT SERVICES

## Selected Readings

American Library Association. *Protecting the Library and Its Resources, a Guide to Physical Protection and Insurance.* (Report on a Study Conducted by Gage-Babcock & Associates, Inc.) Chicago: Library Technology Project, American Library Association, 1963.

Myers, Gerald E. *Insurance of Libraries.* Chicago: American Library Association, 1977.

Singer, Dorothea. *The Insurance of Libraries: A Manual for Librarians.* Chicago: American Library Association, 1946.

Ungarelli, Donald L. "Insurance and Preservation: Why and How?" *Library Trends* 33 (Summer 1990): 57-67.